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iPhone 6
MADE SIMPLE

Everything you need to get the very best from your iPhone



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iPhone 6 MADE SIMPLE

EDITORIAL TEAM

MANAGING ART EDITOR
Paul Blachford

IMAGES
Apple, iStockphoto, Future Photo Studio

EDITOR
Christian Hall

APPLE BRANDS EDITOR
Matt Bolton

CONTRIBUTORS
Chris Brennan
Craig Grannell
Lucy Hattersley
Rosie Hattersley
Nick Peers
Alan Stonebridge

MANAGEMENT

CONTENT & MARKETING DIRECTOR
Nial Ferguson

HEAD OF CONTENT & MARKETING, TECH
Nick Merritt

GROUP EDITOR-IN-CHIEF
Paul Newman

GROUP ART DIRECTOR
Steve Gotobed

MARKETING

MARKETING MANAGER
Richard Stephens

PRINT & PRODUCTION

PRODUCTION MANAGER
Mark Constance

PRODUCTION CONTROLLER
Fran Twentyman

CIRCULATION

TRADE MARKETING MANAGER
Juliette Winyard
Phone +44(0)7551 150984

LICENSING

LICENSING & SYNDICATION DIRECTOR
Regina Erak
regina.erak@futurenet.com
Phone +44(0)1225 442244
Fax +44 (0)1225 732275

SUBSCRIPTIONS

UK reader order line & enquiries: 0844 848 2852
Overseas reader order line & enquiries: +44 (0)1604 251045
Online enquiries: www.myfavouritemagazines.co.uk

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www.myfavouritemagazines.co.uk
Phone +44 (0)1225 442244 Fax +44 (0)1225 732275

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Chief executive Zillah Byng-Maddick
Non-executive chairman Peter Allen
Chief financial officer Richard Haley

Tel +44 (0)207 042 4000 (London)
Tel +44 (0)1225 442 244 (Bath)

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iPhone 6
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Welcome!

…to this Made Simple guide, designed to help you get the very best from your new iPhone



If you're holding this book, then either you've just become the proud owner of a new iPhone 6 or are thinking of buying one. Whichever it is, you're about to embark on an exciting journey – these devices mark a new high point for the iPhone brand. They're marvels of engineering, featuring the fastest mobile hardware Apple has ever designed, partnered with the biggest and best displays the company has ever produced.

Despite their large size, amazingly, these handsets are actually thinner than ever. Yet both of the sizeable screens meet the metal casing in a smooth, continuous form – they're more like works of art than mere gadgets, and are a pleasure to hold and use. The new Retina HD displays mean higher screen fidelity too, so colours and contrast are exceptional.

Obviously, there's more to the iPhone than the screen and, under the bonnet, the iPhone 6 and 6 Plus have received a hefty power boost with the next-generation A8 chip, resulting in better performance and longer battery life.

The iPhone 6 and iPhone 6 Plus are also tailor-made for iOS 8. Now you can access your phone – and make purchases – using your fingerprint, thanks to Apple Pay; improve your photos with built-in filters and editing tools; record all your fitness data in the new Health app; and enjoy a seamless relationship between your iPhone, iPad and Mac, thanks to new Continuity features that link iOS 8 and OS X Yosemite.

The iPhone 6 and iPhone 6 Plus are incredible devices but they're also complex beasts. This guide has been devised to help you use your new iPhone to its fullest potential, so turn the page and let's get going!

Christian Hall, Editor

The MADE SIMPLE Manifesto

Made Simple books are designed to get you up and running quickly with a new piece of hardware or software. We won't bombard you with jargon or gloss over basic principles, but we will…

✓ Explain everything in plain English so you can tackle your new device or software with confidence. And if there is jargon, we'll explain that too

✓ Break instructions down into easy-to-follow steps so you won't be left scratching your head over what to do next

✓ Help you discover exciting new things to do and try – exploring new technology should be fun and exciting, so our guides are designed to make the learning journey as enjoyable as possible

✓ Teach you new skills you can take with you through your life and apply at home or in the workplace

✓ Make it easy for you to access our advice, no matter where you are, by providing a free digital edition of this book. You simply download a copy to your tablet or smartphone, so you always have it with you. See page 146 for more details

How are we doing? Email **techbookseditor@futurenet.com** and let us know if we've lived up to our promises!

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iPhone 6
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Get started

Before we go hands-on, let's see what your new iPhone can do…

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Welcome to iPhone 6

The iPhone 6 and iPhone 6 Plus have finally brought brand new form factors to the iPhone line-up. But it's not all about the exterior – there are major changes inside too, as we'll discover

The mobile phone has undergone a major revolution since the first call was made from a 'handheld portable cell phone' in 1974. Companies like Nokia and Motorola dominated the market for decades, with ever smaller and more feature-packed phones, and Canadian firm RIM cornered the business market with its Blackberry devices. Personal Digital Assistants made their debut in the 1990s, delivering calendars, To-Do list and basic productivity apps via a touchscreen interface. And when all of these functions were combined into a telecomms device in the late '90s the 'smart phone' was born.

The market stumbled along for several years, with the likes of Nokia, Ericsson, Palm, RIM and HTC producing all manner of variants with different features and operating systems – but none of them were prepared for Apple's total reinvention of the smartphone in 2007.

When Steve Jobs unveiled the original iPhone, many industry pundits were critical of a mobile device that cost 500 dollars, but Apple sold over six million units in just 15 months, and with each iteration, sales have steadily grown. By the middle of 2014 Apple had shifted over 500 million units and the iPhone is now the company's biggest revenue stream. Of all the profit made across the entire smartphone market, Apple takes between 60-70% of it. The iPhone has become a technological phenomenon, often copied, rarely bettered.



Design of the times

So if you're new to the iPhone and the smartphone in general, what can you expect? Well for starters, the name is something of a misnomer – we rarely see people talking on iPhones; they're much more likely to be texting, tweeting, emailing, updating their Facebook page, taking photos or playing games. The iPhone is more of a mobile personal computer – and is actually a very potent one. Don't let its diminutive size fool you: the iPhone 6 is more powerful than most cheap PC laptops, and is 50 times faster than the original iPhone, which made its debut just over seven years ago.

The iPhone also has a lot of clever technology buried deep inside that provides more than just pure computing power. The inclusion of GPS, plus a compass, accelerometer, gyroscope and a barometer enables the phone to understand its surroundings, know where it is, which way it's facing, how high it is and the way it's moving. This opens up all manner of possibilities, such as navigation, health and fitness apps and new ways to interact with games.

Life through a lens

It also features an excellent 8-megapixel camera, and is packed with technology to make your photos and videos look great. Meanwhile the front-facing FaceTime camera lets you enjoy video calls with friends and family.

But the key aspect of the iPhone is its seamless integration – between hardware and software, with Apple's cloud services, with other devices, and with popular apps like Twitter, Facebook, flikr, YouTube, Vimeo, Pinterest and so on. For many people, their iPhone is no longer just an accessory, because that suggests you can leave it at home. Instead, the iPhone has become an integral part of their lives, touching on the way they work, relax, socialise and entertain themselves.

Whether you've just bought your first iPhone, upgraded from an old model or switched from an Android phone, there's a lot to learn. So come with us as we reveal the inner workings of this fantastic device and enable you to tap into its almost limitless power. Let the fun begin!

The iPhone 6 and iPhone 6 Plus mark something of a design change for Apple's mobile devices



Get to know your iPhone 6

Your at-a-glance guide to the all-new iPhone 6 design

Ambient light sensor

1 This enables your iPhone 6 to dim or brighten the screen to match lighting conditions. This sensor is present in all models, but has moved position since the iPhone 5s.

FaceTime camera

2 All iPhone models have both front- and rear-facing cameras. The front-facing one is lower resolution and is primarily for making video calls to other iOS devices and Macs using FaceTime, but it can also record HD video and shoot stills.

Receiver/microphone

3 The front microphone is actually one of three mics on the iPhone 6, for optimal call quality.

Wi-Fi/3G/4G/Bluetooth

4 Every iOS device has built-in Wi-Fi and Bluetooth; iPhones also have 3G mobile connectivity, or 4G where available (though your phone service provider might charge extra for 4G).

Multi-Touch screen

5 All Apple's iOS devices have one thing in common: you control them by touching the display with one or more fingers. This supports pinch-to-zoom, tap, swipe and flick gestures.

Sleep/Wake button

6 A big change is the Sleep/Wake button moving from the top right to the right-hand side of the new-look iPhones. Press and hold to start up your iPhone. Press briefly to send it to sleep, saving battery life and preventing accidental screen touches when playing music etc, or to wake it again. To turn your iPhone off, press and hold this button, then swipe the on-screen slider to power off.



Home button

7 Every iOS device has a Home button to take you back to the Home Screen at any time. Double-pressing the Home button brings up the multitasking view for quickly swapping between apps (see page 33); holding it down activates Siri, your voice-controlled virtual assistant (see page 44). The iPhone 5s introduced the Touch ID fingerprint sensor for unlocking your iPhone and even for making app purchases without having to type a passcode. Both the iPhone 6 and 6 Plus sport this feature too.

SIM card tray

8 To open this, push a paperclip or the small metal prod supplied into the hole on the side of the phone. The iPhone 6 and 6 Plus take the tiny nano-SIM that's also found in the 5s and 5c models.

Sensors

9 All iPhone models have a three-axis gyroscope and an accelerometer to detect movement (great for gaming, as well as rotating the display when you turn the device on its side) – plus a proximity sensor, so it knows when it's being held up against your ear and turns off the screen. The iPhone 6 also has a motion co-processor chip (M8) for handling motion data more efficiently, but you'll notice a significant difference in performance only if you're using apps written to take advantage of it. The M8 co-processor measures data from the iPhone 6's accelerometer, compass, gyroscope and newly included barometer.



Mute switch

10 On the iPhone, this is a simple mute switch to silence the ringer and alert sounds. It does not silence clock alarms, audio apps such as Music, or games. (On an iPad, it can also be used to lock the orientation of the screen, so it doesn't rotate when you tilt the device. On an iPhone there's an orientation lock icon in Control Centre only – see page 40.)

Volume buttons

11 The iPhone's volume buttons mirror the current generation of iPads. Pressing these physical controls on the iPhone's side when on the Home Screen changes the ringer volume. When you're in a game, playing music or making a call, using them alters the speaker or headphone volume level. In the Camera app, press either to take a photo or start recording a video.

Headphone jack

12 The 3.5mm stereo headphone jack appears on all models, and moved from the top to the bottom on the iPhone 5. As normal, Apple supplies its own branded earphones in the box with the iPhone 6 and 6 Plus.

Bottom microphone

13 Present on all iPhone models. It now looks much less like a speaker, being just a single hole in the bottom of the shell.

Dock connector

14 Both the iPhone 6 and 6 Plus have the Lightning connector which is also found on the iPhone 5, 5s and 5c. The Lightning connector can be plugged in either way up and is smaller than the 30-pin connector in older models such as the 4S. Plug into the mains using the supplied cable and adaptor for charging, or connect to a computer's USB port for syncing and charging your iPhone.

Speaker

15 iPhones output stereo sound through the headphone jack, but there's only a single loudspeaker. Just eight holes, rather than the 5s' 16, output the sound.



Jargon Buster

3G/4G

These terms refer to the third and fourth generation of mobile telecomms standards. 3G was introduced in 2001, providing high data rates over standard mobile networks. 4G appeared in 2012 and currently offers speeds nearly ten times faster than 3G. The iPhone supports both systems, but you need to check with your provider to see if 4G is available in your area.

Airplane mode

Available only via Control Centre (page 40), activating this mode turns off the iPhone's transmitting functions – telecomms, Wi-Fi and Bluetooth. This makes it safe to use on airliners during takeoff and landing.

Bluetooth

A wireless technology designed for communication between devices over short distances – much like an invisible cable. This enables the iPhone to connect with all manner of wirelesses device: speakers, keyboards, joypads and so on.

Cloud services

The 'cloud' refers to a system in which data is stored and shared via external networks. iCloud allows you to have your photos, music, movies, and document stored on Apple's servers, so you can access them from your iPhone, iPad or Mac no matter where you are. It also acts as a valuable back-up should your device fail.

Hotspot

The region within range of a Wi-Fi beacon is termed a Hotspot. The iPhone's Personal Hotspot system provides internet access to other devices over Wi-Fi, Bluetooth and via a USB cable.

iOS

Previously known as iPhone OS, this is Apple's mobile operating system for iPhones, iPads, iPod touch and Apple TV. It has a gestural interface and is largely designed with touchscreen devices in mind.

Notification Centre

The system in iOS which provides push and local notifications – notices from apps and services or alerts from the iPhone itself. To bring up Notification Centre, drag down from the top of the iPhone screen.

Location services

Using a mixture of cellular networks, GPS, Bluetooth and iBeacons, the iPhone can determine its position, either outside or in specific locations. It can then provide navigation assistance or receive information tailored to its location, such exhibits or special offers.

iPhone 6 Plus: what's new?

iPhone 6's larger model has some crucial feature differences

Apple knew it had to be part of the 5-inch-plus screen-size club, but dismissing the iPhone 6 Plus as a 'mini iPad mini' overlooks the bigger picture. This is a phone that's about choice, sure, but it's also servicing the blossoming smartphone market in Asia, where bigger really does mean better when it comes to smartphone screens.

Specs are key issues, of course, but Apple has proven that its cachet as a luxury brand can help it get past that handicap. That said, the iPhone 6 Plus is no slouch in that department – with its A8 processor, 5.5-inch 1080p screen, upgraded battery offering a huge 80 hours of standby and an all-new design to match the iPhone 6, it's a decent proposition.

The fact that the iPhone 6 Plus Home Screen has a landscape mode shows that this is equal parts tablet and smartphone. The super-slim dimensions (it's only 7.1mm thick) mean it feels amazingly light, and the larger screen balances surprisingly well in the palm.

Screen dream

With that screen, Apple has split its strategy: by adding a 1920x1080 screen to the iPhone 6 Plus, it has shown that this isn't simply a blown-up version of the iPhone 6. It's a powerful tool in its own right, and looks even more impressive when you're perusing the pin-sharp graphics. However, there is an issue of fragmentation in the App Store: now there are apps for iPhone 4S, 5s, 6, iPhone 6 Plus and the iPad range, all at different resolutions. However, that's not a major problem, given that most apps will automatically scale to the larger size and can be optimised for the iPhone 6 duo.

Power user

Performance-wise, the iPhone 6 Plus is a very accomplished device and enables users to do things that they might not have been able to do on the iPhone 5s, thanks to the increased grunt and larger screen size. While the launch didn't give away any specs beyond the A8 being an uprated 64-bit CPU, it's since been established that the 6 Plus has 1GB of RAM – the same as the iPhone 6. This may put off some people, but since the iPad Air has the same but is still one of the most popular tablets on the planet, and is increasingly being used as a laptop replacement, there's no reason to think what Apple is offering here isn't good enough for the majority of users.

Snap happy

The camera in the iPhone 6 Plus, like the one in the iPhone 6, has an 8MP sensor and improved optics, with the ability to record in 240fps slo-mo. The big change, though, is the use of optical image stabilisation (OIS) instead of the electronic method of the iPhone 6. This should vastly improve the sharpness of images taken in low light, without further image degradation.

iOS DEVICE	iPhone 6	iPhone 6 Plus
CAPACITY	16GB/64GB/128GB	16GB/64GB/128GB
PRICE (CONTRACT-FREE)	£539/£619/£699	£619/£699/£789
DIMENSIONS (WxHxD)	67x138.1x6.9mm	77.8x158.1x7.1mm
WEIGHT	129g	172g
QUOTED BATTERY LIFE	Video playback: 11hrs, Audio: 50hrs Talk time: 14hrs (3G), Internet: 10hrs (3G), 10hrs (4G), 11hrs (Wi-Fi)	Video playback: 14hrs, Audio: 80hrs Talk time: 24hrs (3G), Internet: 12hrs (3G), 12hrs (4G), 12hrs (Wi-Fi)
SCREEN SIZE (DIAGONAL)	4.7-inch	5.5-inch
SCREEN RESOLUTION	1334x750 pixels, 326 ppi	1920x1080 pixels, 401 ppi
CONNECTIVITY	3G, 4G, Wi-Fi, Bluetooth	3G, 4G, Wi-Fi, Bluetooth
DOCK CONNECTOR	Lightning connector	Lightning connector
REAR CAMERA VIDEO	30/60fps 1080p HD	30/60fps 1080p HD
REAR CAMERA STILLS	8 megapixels	8 megapixels
FRONT CAMERA VIDEO	30fps 720p HD	30fps 720p HD
FRONT CAMERA STILLS	1.2 megapixels	1.2 megapixels



Whether Steve Jobs would approve or not, we'll never know – but the iPhone 6 Plus is a clear step-change in Apple's iPhone history.

iPhone 6 cases

The iPhone is a marvel of modern engineering, so keep it protected

For many people, the iPhone is one of the biggest tech investments they'll make, and despite Apple's best efforts to make it as robust as possible, this beautifully crafted piece of hardware is still prone to knocks and scratches. To keep your new iPhone in good condition (which is always useful when it comes to reselling it later down the line), you can't go wrong with one of the official cases retailed by Apple itself.

For the iPhone 6 and iPhone 6 Plus, there are two clip-on cases available: one covered in leather (see below) and the other in silicone rubber, both featuring a microfibre interior to protect the phone's brushed metal shell.

If you prefer something a little funkier (and cheaper) the silicone cases come in a range of six colours and have a nicely tactile feel which makes the iPhone easy to grip. The edges of the silicone cases sit proud of the iPhone screen just a little more than the leather ones, though, so you might want to try out both before you buy. A silicone case will cost you £25 for iPhone 6 and £29 for the iPhone 6 Plus.



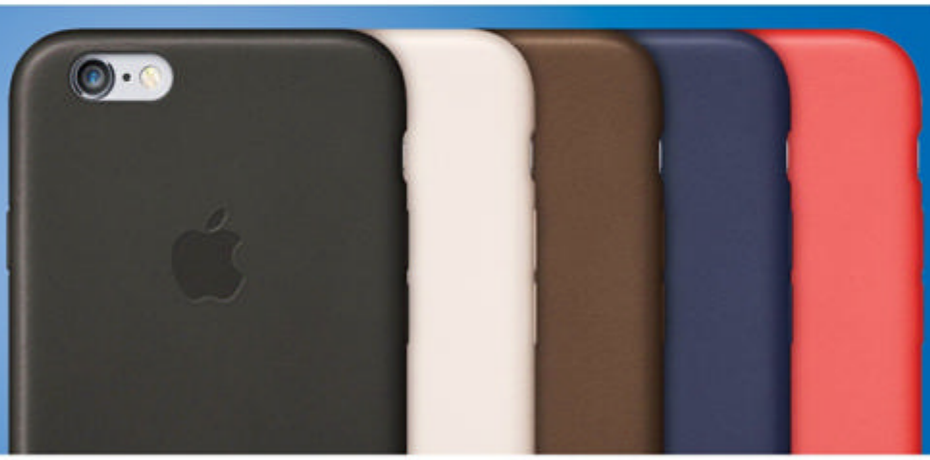
(Right) The silicone cases come in a range of colours, not dissimilar to the iPhone 5c.



(Left) You could have a different case for every day of the week (and let the iPhone run around naked on Saturdays).

The leather case

Apple's leather case comes in five slightly more subdued colours and costs £35 for the iPhone 6 and £39 for the larger iPhone 6 Plus. Like the silicone model, it clips firmly around the phone. The quality leather feels good to the touch and will happily absorb minor dings and dents – just watch out for the lighter colours: they look great but can become stained and grubby in regular use.



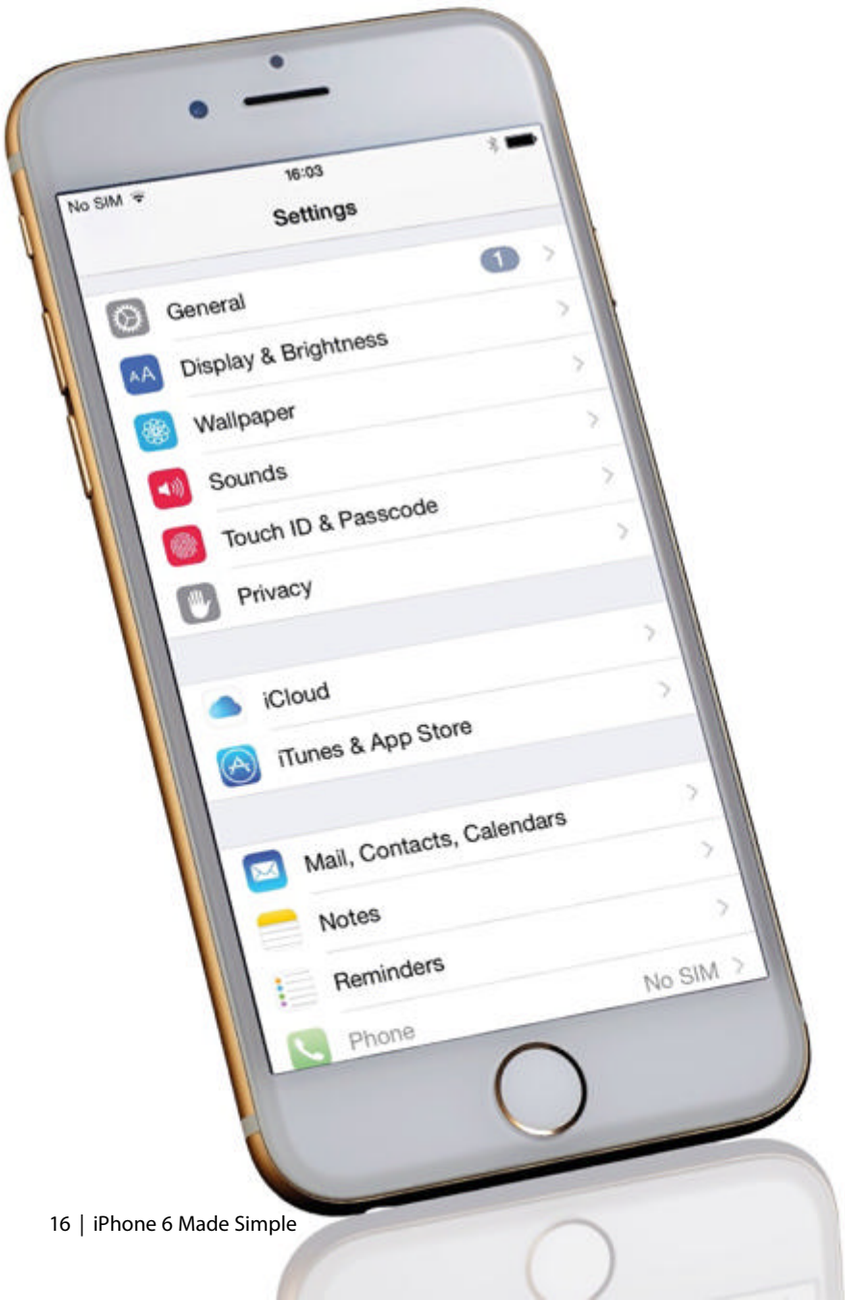
The new hardware explained

iPhone 6 and 6 Plus are bursting with powerful features

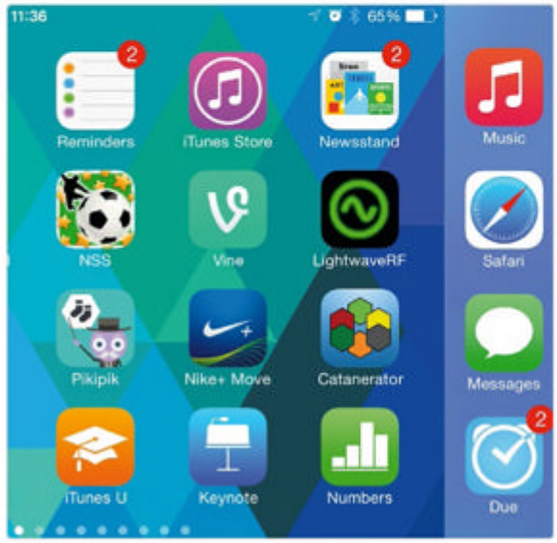
Packed with major improvements to the internals of the iPhone, the 2014 line-up has some serious power underneath the new-size screens. The A8 processor at the heart of both models makes them 50 times more powerful than the original iPhone on the CPU side, and a staggering 84 times on the GPU side. This makes for smoother and faster performance in whatever you use your iPhone for, and it's really noticeable in gaming.

Power and storage

Basically, there's no difference between the two models for these core specs. The iPhone 6 and 6 Plus unsurprisingly make the jump to Apple's A8 64-bit dual-core processor, giving it more oomph for games and other power-hungry apps.



Thanks to its huge 5.5-inch screen, the iPhone 6 Plus has a proper landscape mode – but unlike on an iPad, the Dock on your Home Screen turns into a strip at the side.



It's said that the RAM remains at a gigabyte for both, so in a very straight, synthetic performance sense, there's no noticeable difference in how the phones function.

Both have the same storage capacities too: there's finally a 128GB model, which joins the 64GB and 16GB options. There's no 32GB, though, which is a shame – it's the sweet spot for a lot of people, but you'll have to plump for the 64GB if you want more space than the pokey 16GB model. Still, despite its high price (nearly £800 for the 128GB iPhone 6 Plus), it's good to see a 128GB option, finally – it helps take the sting out of the death of the iPod classic!

Battery life

The larger frame of the 6 Plus means more room for a bigger battery, but it also has a bigger screen to power and light. The equation seems to work in our favour, though… Apple tells us that its battery lasts for longer than the standard iPhone 6, with 16 days of talk time as opposed to 10; 24 hours of 3G talk time compared to 14; 80 hours of audio playback rather than 50, and 14 hours of video playback instead of 11. Both phones are improvements over the 5s in terms of battery life, but the 6 Plus goes even further.

Healthy option?

There are no differences between the two devices in terms of sensors either – driven by the new M8 co-processor – or the main Health app that they run to keep track of all your vital signs. The iPhone 6 is easier to take out on a jog or to the gym; the bigger 6 Plus is better suited for sitting back on the couch and checking out how well your fitness has improved over the past few weeks. (Although the Apple Watch – available 2015 – needs a wireless tether to an iPhone for most of its functions, it will work stand-alone for some stuff, such as fitness tracking. So you *could* splash out on both an Apple Watch and the iPhone 6 Plus, and leave the latter at home during your run.)

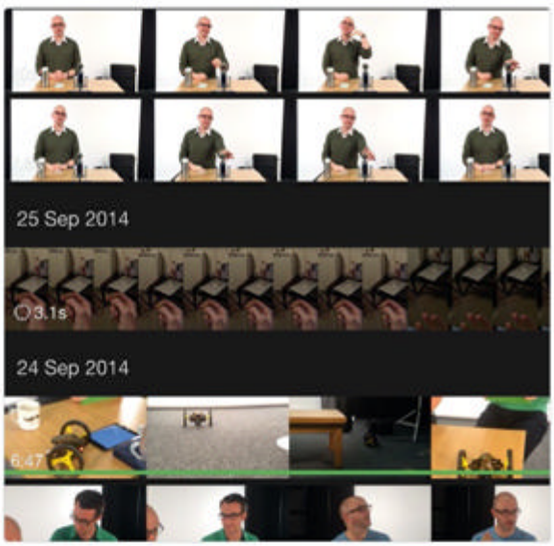
Game on!

Gaming on the iPhone 6 is a dream, thanks to the development of Metal (Apple's GPU-level graphics library). This new feature of iOS 8 will be unknown to most, but it strips out some of the work needed between any game and the iPhone's hardware to make more powerful graphics which take less power from the device.

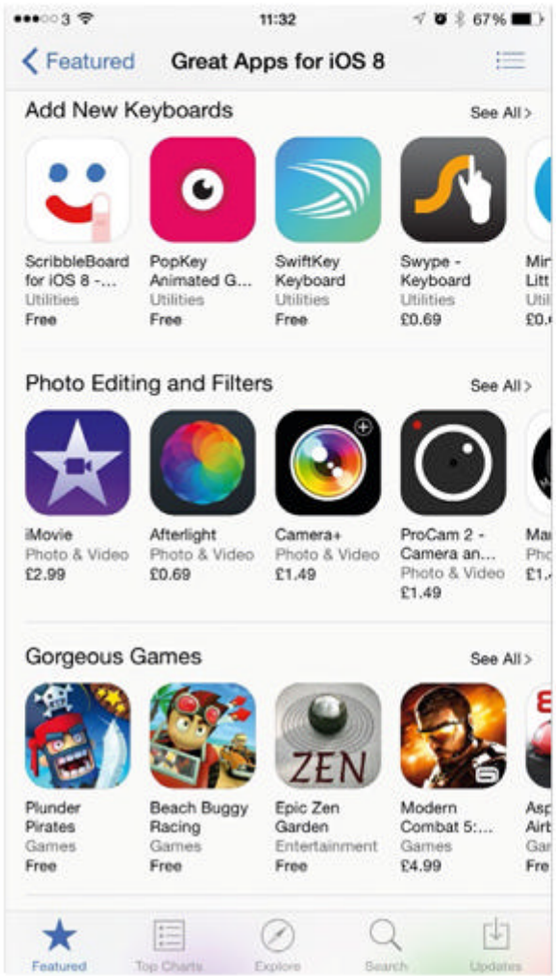
The results are really impressive, and we'll soon see a flurry of big titles taking advantage of this new tech. Apple's been clever to offer its developers a stable platform to make games for, as it's resulted in some very decent titles that look beautiful and play well.

Apple's been clever to offer its developers a stable platform to make games for, as it's resulted in some very decent titles

The increase in screen size might have been a worry for some, meaning their favourite games might not look quite as slick on the new, larger display sizes, but things look just fine on the new screen sizes thanks to the effective upscaling.



Popular apps such as iMovie have been bolstered with an iOS 8 upgrade, and they look great on the larger screens.



However, this doesn't mean that we won't be getting games optimised for iPhone 6. Gaming and power management is a tough call. Apple made a big song and dance about the fact the iPhone 6's processor could manage to keep going at optimum performance for gaming, but as with any mobile device it will always be limited.

QUICK LOOK | FEATURES YOU MAY HAVE MISSED

Apple Pay

Apple Pay gives users an easy, secure, and private way to pay for physical goods and services such as groceries, clothing, tickets and reservations in your iOS 8 app, using payment information stored in their iPhone. By simply using Touch ID, users can quickly and securely provide all their payment and shipping information at the checkout with just a single touch.

It's a clever near field communication system, and you will be able to use the service with a new iPhone 6 with the credit card that you already have on file for iTunes; or alternatively, you can just take a picture of the card and Apple will store it in Passbook.

Barometer

The new barometer found in the iPhone 6 and 6 Plus senses air pressure to determine your relative elevation. So as you move, you can keep track not just of where you are but how high. It can even measure stairs climbed or hills conquered. And, you guessed it, it's all needed for the new Health app and other fitness-related add-ons.

Retina HD display

At the iPhone 6 launch a lot was made of the improvements to the Retina display. It's not just the size that's increased, it features new tech too. First off, it has higher contrast. Apple developed an advanced process of photo alignment. This involves using UV light to precisely position the display's liquid crystals so they lie exactly where they should. Better-aligned crystals deliver a superior viewing experience, with deeper blacks and sharper text.

There's also a wider viewing angle, which is perfect for showing off photos to friends as you hold you iPhone.

Improved polariser

We all know backlit devices and the sun don't mix. With that in mind, Apple's Retina HD display has an improved polariser so you get a clearer view when you're wearing sunglasses. Perfect for non-British holidays!

50 hidden features of iOS 8

Take a look at some of the iOS features you've probably missed

1 Toggle predictive text on and off easily

If you tap and hold on the keyboard switcher (the globe or smiley icon) at the bottom of the on-screen keyboard, a pop-up opens in which you can quickly swap keyboards. At the top is a control to instantly switch iOS 8's QuickType predictive text engine off or on again. (You don't even have to lift your finger after opening the pop-up, just slide your finger up to this.)

2 Flyover City Tour

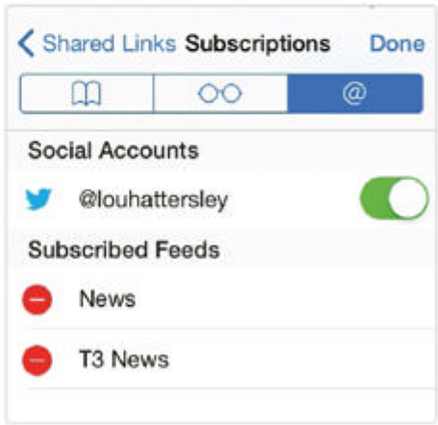
Maps' Flyover has a new feature called Flyover City Tour that whizzes you around famous landmarks. Open Maps and enter 'New York City' in Search. At the top of the screen is a button marked 3D Flyover Tour Of New York City. Tap Start to begin a 3D tour of the city. Flyover points out interesting landmarks such as the Statue of Liberty and Empire State Building.

3 Separate focus and exposure in Camera

In the Camera app you can now set the exposure separately from the focus. Tap on the screen to set the focus point as before, and you'll notice a new yellow vertical line to the right of the Focus Square. Simply slide your finger up the screen to increase the exposure and down to decrease it. This is very useful for lightening low light shots, especially if you focus on something in shadow.

4 RSS subscriptions in Shared Links

Safari's Shared Links feature now enables you to subscribe to your favourite RSS feeds from websites. Visit a website with an RSS feed in the Safari app, and tap Bookmarks > Shared Links. Now tap Subscriptions > Add Current Site. Stories from the RSS Feed will appear alongside stories from your social media accounts.



Subscribe to RSS feeds with Safari's new Shared Links feature.

5 Rich text editing

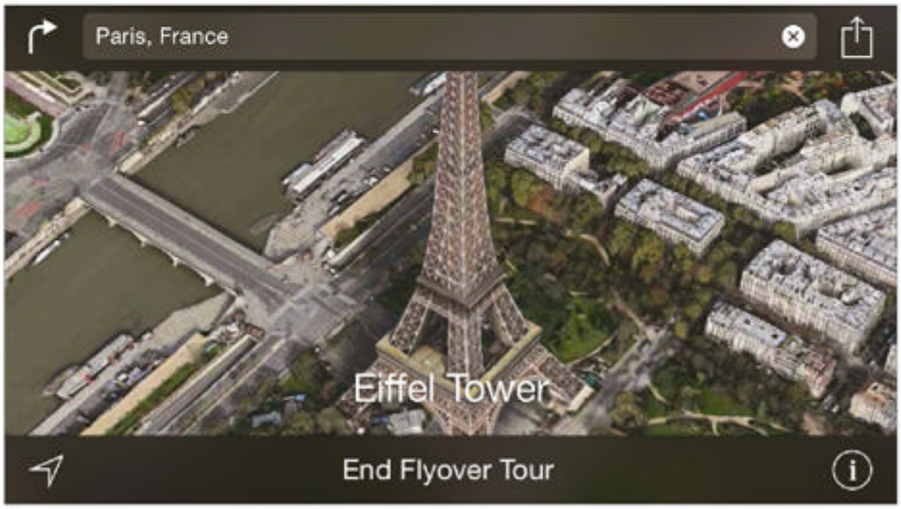
In Notes, tap and hold on text to reveal a menu, tap More and the 'BUI' formatting icon. This reveals the Bold, Underline and Italics options that you can use to stylise your text.

6 Accurate brightness in Control Centre

Sometimes it's the little details that count. Open Control Centre and tap the Brightness Slider to see the screen light back up. Control Centre in iOS 8 removes the dimmed effect when you're using the Brightness slider, so you can accurately see how the brightness setting you choose will look in the actual iOS 8 interface. Finally!



The brightness control in Control Centre is now interactive.



Take a 3D tour of the world's best sites thanks to the new Flyover City Tour in the built-in Maps app.

7 Enter Medical ID

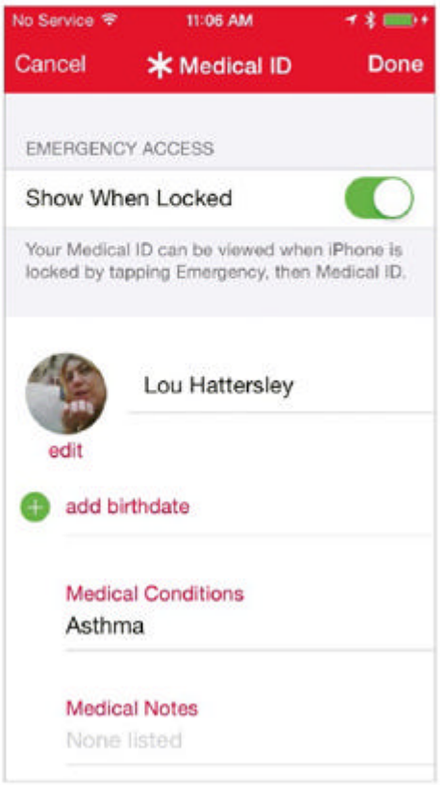
You can use the new Health app to create a Medical ID that contains personal medical information. Paramedics can access this essential information from your iPhone's Lock Screen. Open the Health app and tap Medical ID > Create Medical ID to reveal a range of fields to fill in. There are options such as Medical Conditions, Medical Notes and Medications. You can also tap Add Emergency Contact and choose a contact from your Contacts list. People can access this information by tapping on Emergency > Medical ID from the Touch ID or Enter Passcode screen.

8 Use Touch ID to end Guided Access

Owners of any iPhone with a Touch ID sensor can now use finger recognition to swiftly exit Guided Access mode. Tap on Settings > General > Accessibility > Guided Access > Passcode Settings and set Touch ID to On. Now you can use Touch ID to exit Guided Access mode.

9 Delete iCloud tabs

Open Safari and tap the pages icon. Scroll down to reveal the iCloud tabs open on all your devices. Slide your finger to the left across any iCloud tab to reveal the Delete button. Tap it to remove the iCloud tab.



Fill in your core medical info and your iPhone will become an important part of an emergency diagnosis.

10 Request desktop site in Safari

Safari now lets you request the desktop version of any website you visit. If you'd rather view the full-fat version of a site, tap the Search field and drag down to reveal Request Desktop Site. This new option will reload the page in Safari using the standard desktop site, which may offer more features than the mobile version.

11 Quick website search

The new Smart Search field enables you to bypass Google and use a website's built-in search engine directly within Safari.

12 DuckDuckGo

Privacy advocates will be overjoyed to hear that DuckDuckGo is now available as a default search engine option in Safari. DuckDuckGo has a big emphasis on keeping its users' privacy intact. Tap Settings > Safari > Search Engine > DuckDuckGo. Now when you tap the Search field in Safari it will return results from DuckDuckGo and not from Google.

13 Add to favourites

Website bookmarks have been replaced by Favourites on the iPhone. To mark a page as a favourite, tap the Search bar and pull down to reveal the new Add To Favourites option. Sites marked as Favourites show above the Frequently Visited section (tap Search) and under Bookmarks > Favourites. Drag icons from Frequently Visited to Favourites to save them.

14 Remove individual notifications

You can now clear individual notifications, not just apps, from the Notifications screen. Simply drag your finger down from the top of the screen to open Notification Centre and tap Notifications. Slide your finger to the left across the unwanted notification and tap the Remove icon.

15 Edit Notification Centre

You can customise the new Notification Centre as much as you like. An Edit button sits at the bottom of the Today view in Notification Centre. Tap it to add, remove and rearrange items in your Today view. By default there is Today Summary, Traffic Conditions, Calendar, Reminders and Tomorrow Summary. New apps will be able to add widgets which extend the Today view.

16 Adjust text size in Safari Reader

Safari's Reader mode now has two handy icons to adjust the text size (the same options normally found in iBooks). Open Safari and visit a page; now tap the Reader icon (in the left of the Smart Search field). You will see the two icons for text size above the web page.

17 Battery usage by app

The new Battery Usage feature enables you to identify, and potentially remove, apps that are sapping too much battery life. Tap Settings > General > Usage > Battery Usage to view the stats. You can view Battery Usage data by Last 24 Hours or Last 7 Days using the two tabs. The figures in the Battery Usage feature show the percentage of your battery that is used by each app when your iPhone isn't charging.

18 Attachments in Messages

Messages has a new Details view that displays all the attachments in a chat thread. Open Messages and select a conversation from the list on the left. Now tap Details in the top right. Scroll down to view all attachments from that message (photos, movies, audio clips and any other documents). You can tap an image to view it full size, and tap the list icon in the top left to view all the attachments as a list. Tap Done and the person's name in the top left to return to the normal view.

19 Battery life suggestions

When you view battery life in Settings it will offer handy suggestions on features that give you better battery life. If you turn off Auto-Lock, say, the Battery Usage section in Settings will suggest that you Enable Auto-Lock and provide a shortcut to the feature.

20 Search keyboard shortcuts

Power users of the iOS keyboard shortcuts feature will appreciate the new search and index function. Tap Settings > General > Keyboard > Shortcuts to view the new features. Use the Search bar at the top to search for both the Phrase and Shortcut. On the right is an A-Z index for you to browse large shortcut lists.

21 Grayscale mode

If you fancy using your iPhone without any colour (or find that it's easier to read the screen in monochrome), click Settings > General > Accessibility and set the Grayscale option to On.

22 Enter Health data manually

The new Health app captures data from medical apps linked to wearables. Open the Health app and tap Health Data; pick a category such as Body Measurements and a sub-category such as Height, and tap Add Data Point. Fill in the fields and tap Add to insert into the Health app. Ensure that Show on Dashboard is set to On and tap the Dashboard icon to see the card with health data.

23 All new Weather information

Open the Weather app and scroll down to reveal new weather data. This includes Sunrise, Sunset, Chance of Rain, Humidity, Wind, Feels Like, Precipitation, Pressure, Visibility and UV Index. This extra data is available because Apple has replaced Yahoo with The Weather Channel as its weather provider. At the bottom left of the app is an icon for The Weather Channel; tap it to open Safari and go direct to Weather.com.

24 EU Internet

There's a helpful option in Mobile/Cellular settings when travelling in the EU. Tap Settings > Mobile and set Data Roaming to On to make the new option beneath it, 'EU Internet', available. Set that to On and then set the Data Roaming feature back to off. You'll now be able to use your iPhone when roaming in the European Union but not other parts of the world.

25 Delete and export Health data

You can remove unwanted information from your Health app by tapping Health Data > Show All Data and tapping Edit. Tap the Delete icon and Delete again to remove the data from the Health app (or Clear All to remove all that type of data). You can also export your data by tapping Health

Data > All Share and Export. A small spinning icon will appear in the middle of the iPhone display as it cranks through all of the data in Health. This can take a few minutes before you get to share the data in a zip file via Mail.

26 Hide or reveal the QuickType Keyboard

You can hide the QuickType Keyboard by pulling it down. This replaces the QuickType options with a thin grey strip with a white tab in the middle. If you do this by accident, you might wonder where the QuickType options have gone and check in Keyboard Settings, where you can't get it back. Get the QuickType Keyboard back by flicking upwards from above the keys.

27 Do Not Disturb

It's now possible to mute individual conversations in Messages with a new Do Not Disturb feature. Tap Messages and select a conversation from the list. Now tap Details and set Do Not Disturb to On. You will no longer get any messages from that conversation until you reset Do Not Disturb to Off. Note that it doesn't deactivate by itself, so if you forget about it you'll get no messages at all. Also it works only on that specific device, so you will still get messages on your other devices (the feature can also be found in OS X 10.10 Yosemite, so you can mute conversations on your iPhone, iPad and Mac).

28 Add favourites to Maps

There is no longer a bookmarks icon in Maps. Instead, you add locations to Favourites (by tapping Share > Add to Favourites). These precise map locations appear when you tap the Search field and choose Favourites, and you can also pick the Recents and Contacts fields here.

29 Rotate a photo to any angle

You can now rotate an image to an exact angle in the Photos app. Select the picture in Photos, tap Edit and tap the Crop icon. Slide the Rotation circle around to finely adjust the angle of the picture; clean grid lines appear as you rotate the image. The app can analyse an image and you may see an Auto option to level the image in an instant, based on that analysis. Tap Reset if you want the image back in its original position.

30 Messages share location

You can rapidly share your location during a Messages conversation by tapping Details > Send My Current Location. Sharing your current location sends a map link to where you currently are. You can also tap Share My Location to share your current position using the Find My Friends app. Choose Share for One Hour, Share Until End of Day and Share Indefinitely to share the position with the contact(s) you're messaging.



The new Health app, in conjunction with the amazing features of the M8 coprocessor, tracks an array of health metrics.



iOS 8's revamped Weather app features much more weather data, such as what it feels like, taking wind chill into account.

31 Separate language and region settings

iOS 8 now has separate options for language and region settings (regional settings control the default currency, date and time settings). For example, you could set the language to English (UK) but the use United States for dates, times and currency. Click Settings > Language > Region and change the iPhone language to your spoken language, then tap Region and choose your desired Region.

32 Remove Spotlight suggestions

Spotlight Suggestions (mostly App Store results) and Bing Web Results are a new part of the Spotlight search experience. If they start to annoy you then you can turn them off by tapping Settings > Spotlight Search, tapping 'Spotlight Suggestions' and 'Bing Web Results' to remove the tick next to either or both.

33 Photo search

The Photos app has a new search icon (at the top right) and it's a useful way to hunt down any photo you're looking for. Tap it to search through all your pictures. You can search for photos by place, album and date. You will also find shortcuts in the search list for Nearby (it shows photos taken near your current location), Favourites (mark a photo as a favourite by tapping the heart icon when viewing it) and recent searches you may want to revisit.

34 Hide photos

Embarrassed by a photo? Then hide it from the Photos app. Open it, then tap and hold anywhere on the image to access the new Hide option. A pop-up appears with Copy and Hide options; tap Hide, then Hide Photo. The image vanishes from the Years, Collection and Moments views. You can still view it in a new Album called Hidden.

35 Describe the screen

With Speak Screen activated you swipe two fingers down the screen to hear the contents of any app dictated to you. To activate this, go to Settings > General > Accessibility > Speech and set Speak Screen to On. In Safari, for example, you can get the content of a web page read out to you: open Safari, navigate to the page and swipe with two fingers from the top.

36 Tag music with Siri

Siri now supports Shazam and can identify music that is playing. Just activate Siri and say "What song is this?" Siri also provides links to the iTunes Store so you can buy the track. Music tagged by Siri also appears in the iTunes Store app: tap the Menu item in the top right

and choose the Siri tab to view all the music you've tagged in Siri.

37 Remove the QuickType keyboard

The charming new QuickType keyboard is great for quickly tapping in words, but if you find it distracting, you can remove it by tapping Settings > General > Keyboard and setting Predictive to Off.

38 Customise Mail's new swipe options

Mail has enhanced swipe gestures for quickly dealing with messages by swiping left or right on them. You can customise these options via Settings > Mail, Contacts, Calendars > Swipe Options. You can choose from None, Mark as Read, Flag, and Archive. For Swipe Left, your choice appears in the list of shortcuts that swiping partway reveals, but swiping all the way always deletes a message.

39 Notify Me in Mail

If you have an email conversation that's important, you can get notifications when a new email arrives as part of the conversation. When you are in the Mail app and a message comes up that you want to keep track of, tap the Flag icon and then tap Notify Me. Now when a new email arrives you will get a notification alert. If you decide you no longer want notifications from that thread, tap on Flag > Stop Notifying and you will no longer get the alerts.

40 iCloud Drive directory service

The new iCloud Drive has a built-in directory service that enables people using apps to look you up by email. They view your first and last name, and apps are able to link to you. To turn this feature off, tap Settings > iCloud > iCloud Drive > Look Me Up By Email to view the apps that look you up by your iCloud email address. You can limit which apps do this, but there is no option to turn it off completely.

41 Keep auto-expiring video messages

You can now send video clips in the Messages app, which expire by default after two minutes. Like Snapchat, this enables you to send messages without them being permanent. Be careful, because recipients can keep the message in the app by tapping the Keep icon. You can also keep all messages permanently by tapping Settings > Messages > Expire > Never.

42 Sharing your data with developers

Apple has made it easy to share your crash data with developers in iOS 8. This enables developers to identify the causes of problems. In sending your data to developers, though, you may also be sending personal information. You get the option whether or not to activate this feature during setup, or you can access it manually under Settings > Privacy > Diagnostics & Usage.

43 Hey Siri

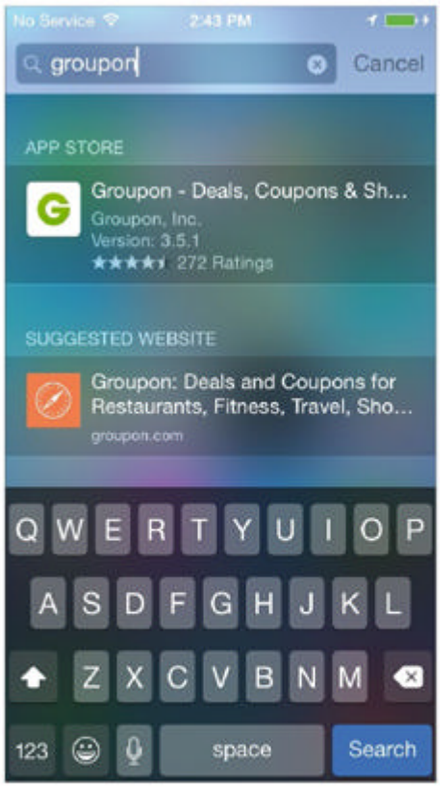
You can now activate Siri just by saying "Hey Siri" or "Hi Siri." Then ask your question as normal. You don't have to pause; you can just say "Hey Siri, what song is this" to quickly tag a track, or "Hi Siri, what's the weather like today". The "Hey Siri" feature works only when your iPhone is charging; we imagine Siri constantly listening drains the battery otherwise.

44 Turn off app suggestions

A large part of iOS 8 is in Apple making it easier for them to place interesting app suggestions in front of you, so an app for the Tate Gallery could appear when you visit it. If the app suggestions become annoying you can turn them off by tapping Settings > General > Handoff & Suggested apps, and setting the My Apps and App Store options under Suggested Apps to Off.

45 New tips app

There's a new app called Tips in the Extras folder. Open it to find a bunch of new tips for iOS 8, and tap on the Menu item in the bottom left to view all the tips. These are updated weekly. You can't delete the Tips app, but you may want to turn off its notifications.



Spotlight now features fancy new Spotlight Suggestions from the web. They can be turned off in the Settings, though.

46 Mark addresses in Mail

You can highlight all addresses in Mail that aren't from a particular email server. If you work in a company where you sometimes send sensitive information internally by email, iOS can make it easier to see when you're having internal versus external conversations. Tap Settings > Mail, Contacts, Calendars and then Mark Addresses. Enter the name of the 'safe' email server (the part in addresses that comes after @). Now, people you enter in the To field who have addresses that don't match that server will be highlighted in red to alert you.

47 Read out iBooks and Kindle books

The Speak Screen option is outstanding when used in conjunction with iBooks or the Kindle app. Activate the Speak Screen options in Accessibility and open a book in iBooks or the Kindle app. Now pull two fingers down and iOS 8 will start to read your book out loud. It will turn pages automatically and will even read out the whole book if you want it to.

48 Delete old messages automatically

By default, the Messages app keeps messages forever, but there's a new option in Settings > Messages > Keep Messages that enables you to delete messages after 30 days or a year. When you first select one of these options, it will ask to delete messages older than that date. It's a good way to do some quick housekeeping.

49 Shared Reminder lists

One very welcome feature is the ability to create shared lists in Reminders from within iOS, so multiple people can add items to the list. Open the Reminders app and tap the list; now tap the Edit button and choose Sharing > Add Person, enter their name and tap Add. They will get an email message asking them if they want to join the shared Reminder list. Items can now be added and completed by all of you.

50 Other calendars

Apple has now provided support for Chinese, Hebrew and Islamic calendars in the Calendar app. Tap Settings > Mail, Contacts, Calendars, and tap Alternative Calendars. You can place a tick beside Chinese, Hebrew or Islamic. When you open Mail it will still display the Gregorian calendar as the default, but beneath all the Gregorian options will be a translation.

iPhone & Apple Watch

Does Apple's crown jewel live up to the iPhone's capabilities?



Apple's description of Watch as its 'most personal device yet' is very apt. Among the many ways you can use it to keep in touch with friends and family is to tap out a beat on its screen and have it relayed to loved ones. You can even send your heartbeat to that special someone and they'll feel it as a pattern of vibrations on their wrist. You can send drawings to others' Watches too, via 'Digital Touch'.

One of Apple Watch's primary functions, other than various methods of communication, is health and fitness. Sensors enable you to monitor steps taken and how many calories you've burned. Apple Watch will even tell you how often you've stood up during the day, and then remind you that you need to do it more often!

More than anything else, Apple Watch is a timepiece. A huge amount of time and effort has gone into understanding how the world's best watches are designed and made, and the result is a watch that Apple says will be accurate to within "50 milliseconds of the definitive global time standard". As Watch is connected to the internet via an iPhone, it will change time zone automatically when you move around the world.

Perhaps the most impressive way that Apple has emphasised the personal aspect of the Watch is in the sheer range of available options. Apple has created three 'collections' for Watch: Watch, Watch Sport, and Watch Edition. Each has its own characteristics – Watch has stainless steel or black stainless steel cases, Sport has anodised aluminium cases, and Edition has 18-carat gold cases. Within each collection is a variety of strap and band options.

Finally, there are a number of watch faces to choose from, and each one can be customised, enabling you to choose its colour and the level of detail it displays. Altogether, there are thousands of combinations and ways to personalise Apple Watch.

You'll need an iPhone with that

Late last year when Apple launched WatchKit, the set of tools which allows developers to make apps for Watch, a number of limitations became apparent. The most obvious is that, for now at least, you'll need an iPhone in order to use many of the features of Apple Watch. That's because all the code used to build apps is stored and executed on the iPhone and the results passed to Watch to be displayed. When you interact with Watch, the details of the interaction are passed back to the iPhone, the relevant code executed, and the results again sent to Watch. It also means that to download apps to Watch, you'll have to download them first to your iPhone and then 'send' them to Watch.

Although Apple hadn't confirmed it at the time of writing, a beta version of iOS 8.2 contains a companion app which allows Watch's settings to be customised. That suggests that when Watch ships, you'll configure it from an app on your iPhone.

At WatchKit's launch, Apple said that, starting some time in 2015, "developers will be able to create fully native apps for Apple Watch", which suggests that eventually you won't need an iPhone to use most of Apple Watch's features.

The Watch's reliance on the iPhone isn't all bad news. It works as a remote control for the iPhone's Music app, for example, and in place of your iPhone to authenticate purchases made with Apple Pay.



Apple Watch explained

The Apple Watch is designed to be the perfect companion for your iPhone 6



1 Installing apps

Apps are loaded onto Watch via an iPhone. Once you've added some, you can arrange them by tapping and holding an icon and then dragging it into position, just like rearranging things on your iPhone.

2 Making calls

Watch has a speaker and a microphone, so if you've always fancied yourself as Dick Tracy, you can now make and receive phone calls from your wrist. Whether anyone will actually use it that way remains to be seen.

3 Health and fitness

Watch's killer apps will relate to health and fitness. Its array of sensors will allow it to track all sorts of data, from how often you stand up to how many calories you consume, and how your heart rate changes.

4 The Digital Crown

Pressing the digital crown on the side of Watch displays its Home screen, much like an iPhone's Home button. Rotating the crown zooms in and out on what you're viewing – the pinch-to-zoom replacement.

5 Beneath the crown

Pressing the big button below the crown calls up icons of the people you communicate with most often. From there you can send a text message or drawing, or tap out a signal which they'll receive as a vibration.

6 Good vibrations

Watch vibrates at different speeds and varying intensity, so the vibrations can be used to send messages, such as the heartbeat of a loved one, an alert for an incoming call, and instructions from a GPS app.

7 Standard apps

Many of the Apple apps we're familiar with from iPhone and iPad are also available on the Watch. You can check your email, send iMessages, update your Calendar, check the weather and control your iPhone's camera.

8 Sensors for health

There are four lenses on the back of the Watch – two for white light and two for infrared. They're used to sense the flow of blood on your wrist to identify your pulse rate. Watch's charger snaps onto the back, MagSafe-style.

How do I use it with iPhone?

Apple Watch is your iPhone's best friend. Here's why…

Apple's first wearable gadget beams messages, Facebook updates and simplified apps to our wrists, eliminating the all-too-common need to take out our Apple devices to constantly check notifications. Apple Watch and iPhone are intimately connected and should be considered as one system together. There are more than a dozen ways to interact with the Watch, from receiving glanceable notifications, to feeling "taptic" feedback, to summoning Siri, according to the developer WatchKit software.

It's going to become especially inconvenient to pocket the 4.7-inch iPhone 6 and even bigger 5.5-inch iPhone 6 Plus in your jeans, or to always stow the thin, but tall 9.7-inch iPad Air 2 in a bag, so the Watch is designed to be your 'always on' notification friend.

Is that phone call from a telemarketer not worth your time or an emergency from a loved one? Apple Watch makes mundane notifications easy to dismiss while keeping you in the loop with important alerts. There will be loads of Apple Watch apps available on launch day (April 25) by the sounds of it, but they don't really have their very own space. You'll browse through, use and download all Watch apps from your phone rather than directly from the Apple Watch itself. Meaning, you shouldn't think about the Watch as a separate device but more of an iPhone companion tool.

We pretty much knew this would be the case as it has been common knowledge for a while that Apple Watch apps don't run entirely independently and are highly reliant on a connection with your iPhone. It's another confirmation that your Apple Watch is not going to be much use if you take it too far away from your iPhone.



Messaging, calling and emailing are just some of the core communications you can now do from your wrist.

Some of the apps Tim Cook and other key Apple figures showed off during the Apple Watch event in March included Uber, WeChat, Instagram, Shazam and a home security monitor. Expect to see these plus a boatload of others, including plenty of dross, come the summer.

Don't expect anything too in-depth, though. Apple VP of Tech Kevin Lynch says most of the Watch's applications are "really about brief interactions… many of these are just a few seconds long". Reinforcing that Watch is more of a companion device than your phone is.



Not every Watch is of the affordable type though!

The Apple Watch app

The Apple Watch app will allow users to pair and sync their Watch with the iPhone and customise settings. When you launch it, you get the intro screen, which greets you and prompts you to pair your Watch with your iPhone. Tap on "Start Pairing", which takes you to the next screen where you can use the iPhone's camera to pair with the Apple Watch. You need to hold the Watch up to the Camera, and align the watch's display with the view finder as you can see below to pair the device. You also have the option to pair things manually. This takes you to the next screen, where you can select the Apple Watch from the list of devices. To find out the name of your Watch, tap on the "i" icon on the and then correspondingly select the name from the list.

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iPhone 6
MADE SIMPLE



iPhone basics

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Set up your Apple account and password

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We'll show you how to access the most often-used functions, with a swipe of the finger

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Your iPhone can send alerts and updates – we explain how to activate and manage them

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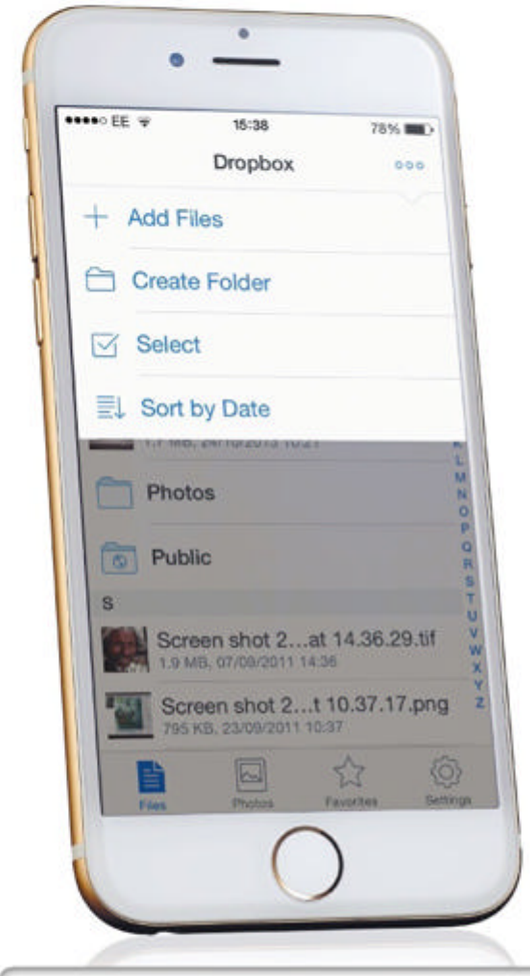
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48 **QuickType word suggestions**
The iPhone's intelligent predictive text system will finish your sentences for you

50 **The iPhone 6's Settings**
Get to grips with the Settings App

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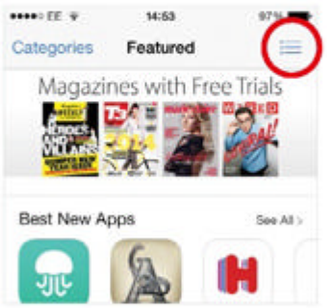
Get to know the standard icons used everywhere on your iPhone



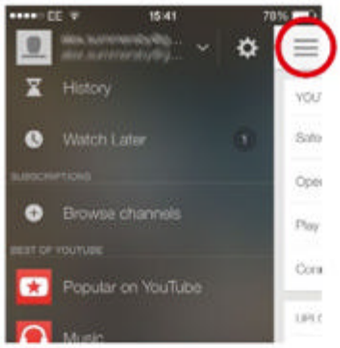
The iPhone is renowned for its ease of use, and one key factor in this is consistency of design. The iPhone operating system iOS and your apps all use the same standard icons and buttons for standard functions, so once you've got to grips with these, you've mastered just about all you need to know. Where you do need to navigate through more complex menus, there are intuitive back and forward (or up and down) arrows. The one thing that often isn't obvious is where you can scroll down for more content – scroll bars usually don't appear until you actually try scrolling. Here's a guide to the key symbols.



Tap the three-dot 'More' button to see an app's further options. Here in Dropbox there are some non-standard symbols, but all have text labels to help you out.



The three-line 'Menu' icon is not used consistently and hence can be confusing: in iBooks (above left) it takes you to a book's table of contents; in the Music app it opens a list of the tracks in the album from which the current song is taken; in the App Store (above) it opens your Wish List; but in the YouTube app (left) it opens a sidebar of options.



Standard iOS 8 symbols and buttons

Edit **Fundamental commands** are usually in words, including Done, Save, Undo, Redo, Edit and Cancel.

Add a new item or create a new document – or, in tab view in Safari, open a new tab.

Compose or create a new item or document, such as an email.

Insert a **picture**, either by using the camera to take a new one or by opening your Camera Roll.

Organise or move the selected item. Used in Mail, for example, to file emails into folders.

Share the selected item. Tap this for a range of sharing options, usually including Mail, Messages, Twitter, AirDrop and Print among others.

Download an item, or sometimes view the items you've previously downloaded in the relevant app.

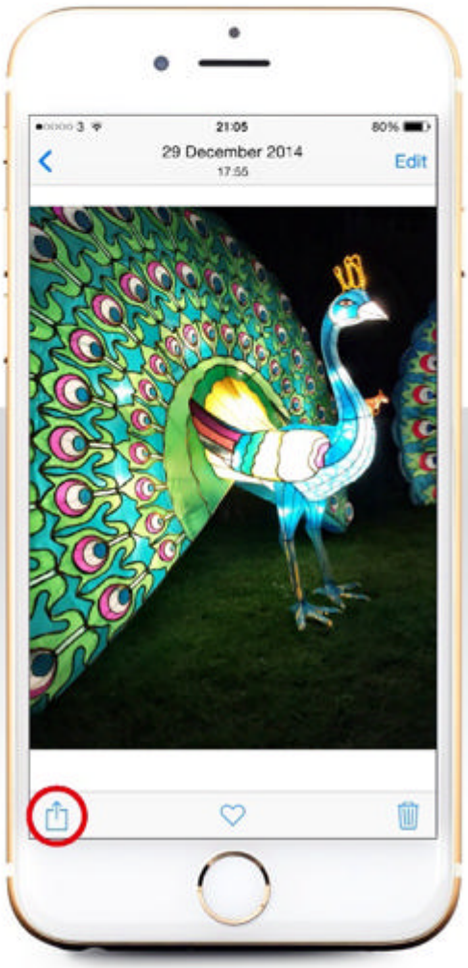
In lots of apps, including the Safari browser, you can save and later access **bookmarks**.

In some apps, such as the iWork apps, this gives you access to **Info** or sometimes app settings.

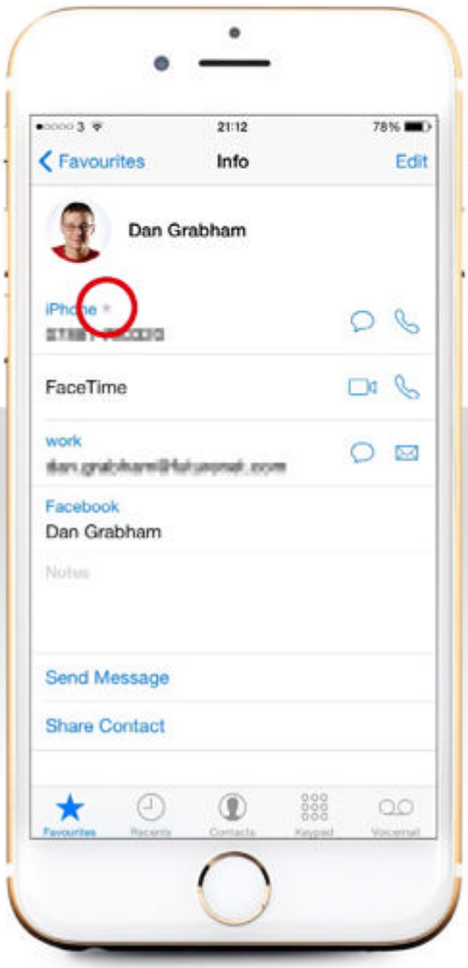
Some apps tuck **Preferences** and options behind this icon, possibly instead of using the Settings app.

Refresh your view. Some apps, such as eBay and Twitter, use a 'pull down to refresh' gesture instead.

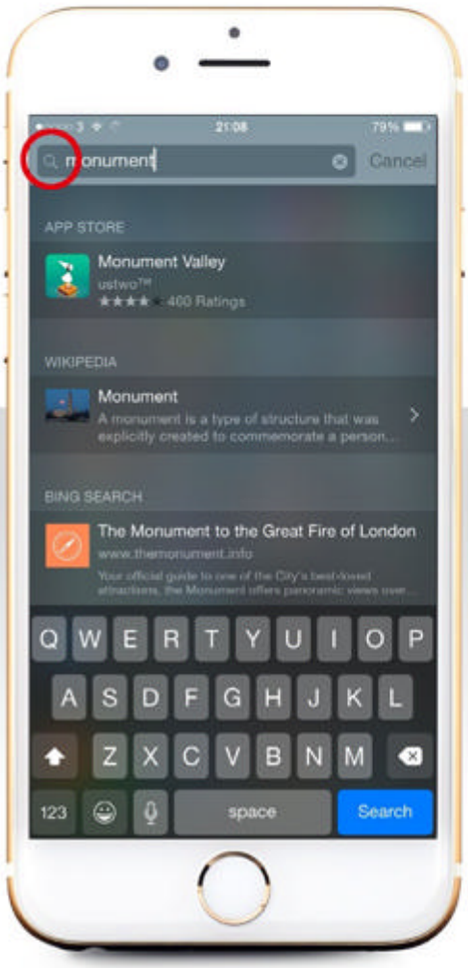
Usually **Reply** – although in Mail and other apps you'll also get options to Forward and Print.



The Share button is found in numerous default and third-party apps. In Photos (shown here) you would tap this to email, share on social media, print and AirDrop it.



The Star button is often used to denote a Favourite. In Phone or Contacts, the icon is used to show that specific contacts are marked as Favourites in the Favourites list.



The Search icon is commonly seen in Safari, but here it's used at the Spotlight icon too. Spotlight in iOS 8 now more powerful than ever. See page 136 for more.

Close, Delete, or sometimes Stop or Cancel – for example, stop a webpage loading in Safari.

Delete an item. Often you can also swipe right-to-left across an item to reveal a Delete button.

The universal symbol for **Find**, of course. Tap this icon or the field near it to initiate a search.

View **Contacts** – either opens the Contacts app or displays contact info saved in the current app.

In the device's status bar, this shows that **Location Services** is active. In Maps and other apps, tap to find or display your current location.

The symbol for **Play** predates even the VCR. You'll also see the standard symbols for rewind, fast forward, pause and so on.

If an app supports **AirPlay** and a suitable speaker is in range, tap this to route the app's audio or video output to it. See page 140 for more.

Tap this (or else a flag icon) to mark as a **Favourite**, or view favourites or top-rated or featured items.

View **Recent Items**, your browsing history in Safari, or similar.

View or access **More Options**. The panel that opens to display these should have a Cancel button; if not, tap outside the panel to close it.

Some apps use an icon like this to show **More Options**, but it might take you to a Contents list, Most Viewed items, or something else!

Using the Lock Screen

Launch apps and play music without unlocking your phone

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
iPhone, iOS 8

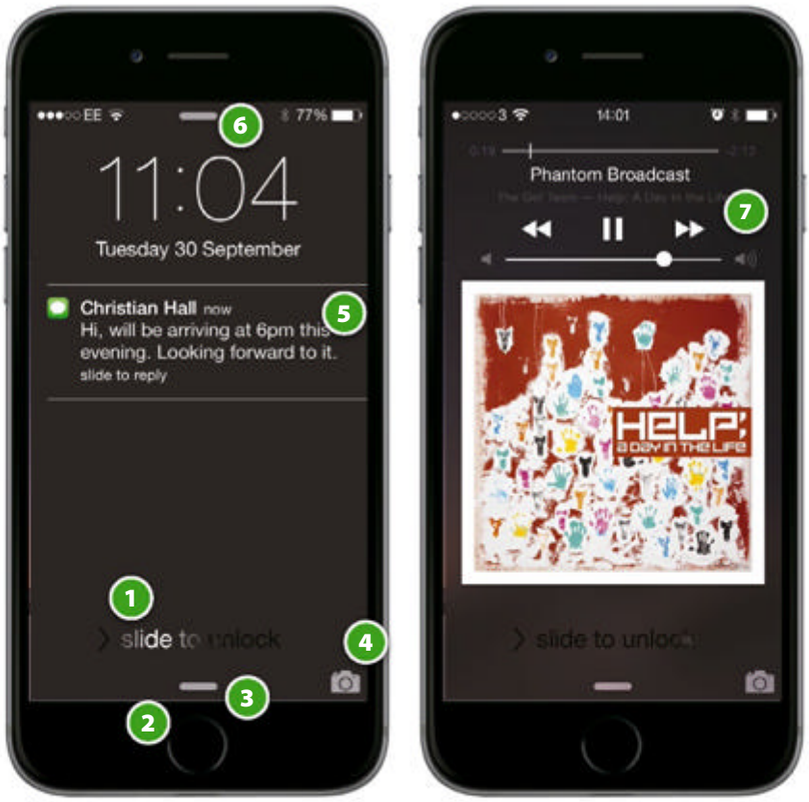
Whenever you're not actively using your iPhone, after a preset period, it goes into a sort of standby mode in which the screen is dimmed, access to the phone's contents is locked, and you won't initiate a call if you should touch the screen inadvertently in your pocket.

You can lock your iPhone manually at any time by briefly pressing the power button (also known as the Wake/Sleep button) on the side of your iPhone 6. To wake it you just press this button again or the Home button. The screen will brighten and the words 'Slide to unlock' will appear. Unless you've disabled all forms of security, you'll be prompted to enter your passcode or tap the Home button to use Touch ID (though if you wake the iPhone with the Home button it sometimes recognises your finger so fast it skips right past the Lock Screen).

Lots of elements of your iPhone can be enjoyed without having to unlock it, though. To take a quick photo, simply swipe the camera icon (bottom right of the Lock Screen) upwards to open the Camera app. You can view reminders and appointments and configure certain apps to give you notifications and alerts on the Lock Screen (see page 34). You can control the music that's playing, or turn on the flashlight. More impressively still, if Location Services is on and you use Passbook, you can have your ticket to an event or boarding pass for a flight magically appear on the Lock Screen when you arrive at the right location. Let's see how to use the Lock Screen and manage your phone's security.

Lots of elements of your iPhone can be enjoyed without having to unlock it

VISUAL GUIDE | LOCK SCREEN CONTROLS AND OPTIONS



Lock Screen

1 The display is undimmed but the phone is still locked. Swipe to the right to see the Touch ID or Passcode entry screen; unlock your iPhone with one of these and you'll go to the Home Screen (but see note 5).

Unlock and activate options

2 Place your finger or thumb on the Home button to use fingerprint recognition to unlock your iPhone. By default, holding your finger down on the Home button will launch the Siri voice-controlled assistant (see page 44) even in Lock Screen mode.

Call up the Control Centre

3 Swipe upwards from the bottom of the Lock Screen to open Control Centre. Here you can toggle Bluetooth, Wi-Fi and other features on and off, switch to Airplane Mode, and access the Calculator, Clock and other useful apps.

Get snapping

4 If the moment just won't wait, swipe upwards on the camera icon to open the Camera app, and snap away. You can review your shots but not share them or view pictures previously taken.

Messages and alerts

5 Some apps, such as Messages, can pop up alerts on the Lock Screen itself. Swipe on the alert to go straight to the app concerned (after entering your passcode, if you've set one up).

See what's happening

6 Swipe down from the top of the display to see notifications and an overview of your day, including items such as the weather forecast and calendar entries. See page 39.

Music controls

7 If you have a song playing in the Music app, the Lock Screen doesn't display the wallpaper you've chosen. Instead, you see the Now Playing screen with details of the track and basic controls. Oddly, apart from the album artwork, you get the same controls by swiping open the Control Centre.

HOW TO | USE THE LOCK SCREEN TO PROTECT YOUR iPHONE'S CONTENTS



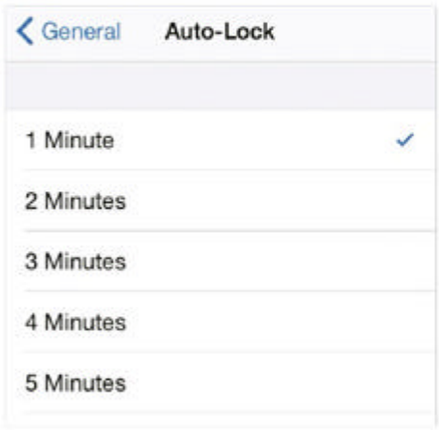
1 Set up a passcode

It's important to set a lock on your iPhone so other people can't pick it up and go through your emails or even make calls without your knowledge. Go to Settings > Touch ID & Passcode and tap Turn Passcode On. You'll now be on the Set Passcode screen. Choose a four-digit passcode, then re-enter it to confirm. Make sure it's a number you'll be able to remember: if you forget it, you'll be locked out of your iPhone and you'll have to wipe and restore your iPhone.



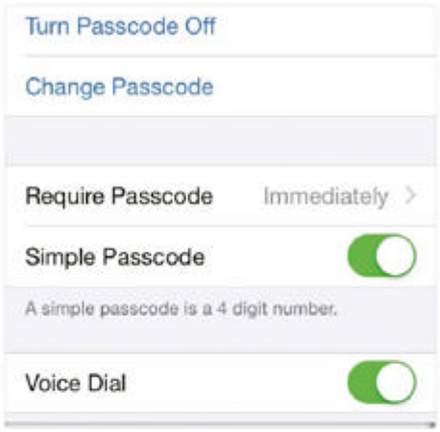
2 Log in with your fingers

You can use your finger or thumb print as an alternative to a passcode to control access to your iPhone 6. Tap Add a Fingerprint on the Touch ID & Passcode screen then place your finger or thumb on the Home button. You need to place and remove your finger repeatedly until your iPhone has an accurate reading of your fingerprint. Add further fingerprints if you wish. You can add family members' fingerprints if you want them to be able to unlock your iPhone.



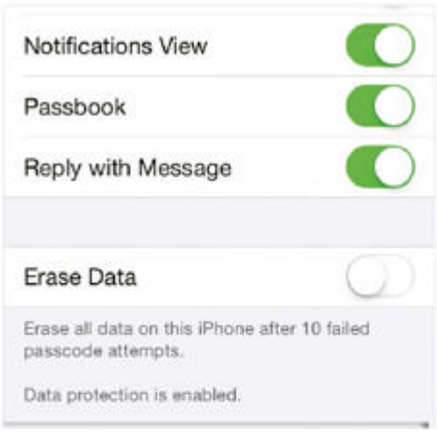
3 Adjust lock settings

Your iPhone screen will lock after a few minutes of inactivity. This is to prevent someone using your phone if you've left it unattended. To change the interval before the screen lock is invoked, tap Settings > General > Auto-Lock and change the number of minutes specified. We don't recommend choosing Never, because this will leave your iPhone insecure; for privacy, also be wary of what apps and notifications are set to appear on the Lock Screen (see page 42).



4 Make it more secure

Should your iPhone fall into the wrong hands, anyone with enough time will be able to work out a four-digit passcode. Touch ID is more secure, but if you don't want to use Touch ID to control iPhone access, you can instead set up a stronger passcode. Tap Settings > Touch ID & Passcode and tap to turn off Simple Passcode. You'll now be able to choose a longer string of numbers or a real password with capital letters, numbers, punctuation and special characters.



5 Remote lock

You can set up your iPhone to 'auto-destruct' if someone tries repeatedly to crack the passcode. Tap the Erase Data option in the Touch ID & Passcode settings menu and your iPhone's entire contents will be wiped after ten successive incorrect passcode entries. If you've lost your iPhone, another option is to lock it remotely via iCloud. Log in at www.icloud.com, click Find My iPhone, select your lost device and then choose either Lock or Wipe. See page 144.

Lock tweaks



It's easy to set what gets displayed on your Lock Screen. Swipe down to open Notification Centre, tap the Today tab and scroll down the screen. At the bottom is an Edit button (it won't appear if you've set a passcode and not unlocked your iPhone first). Tap this to change what will appear on your Lock Screen – you can remove the Stocks app, say, or add apps such as Dropbox and Evernote that support Lock Screen use. To set which apps do and don't appear, tap the + and – signs next to each app in the list.

By default, even if you set a passcode, Siri can be called from the Lock Screen, so anyone could make calls or send texts from your phone by voice command. To plug this security hole, tap Settings > Touch ID & Passcode, and under 'Allow Access When Locked' switch Siri to off.

Master the Home button

Find your way around your iPhone and swap easily between apps

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Aside from the on/off switch and volume/mute controls, there's only one physical button on your iPhone: the Home button. It's the one on the front below the screen, and it's useful in a range of circumstances.

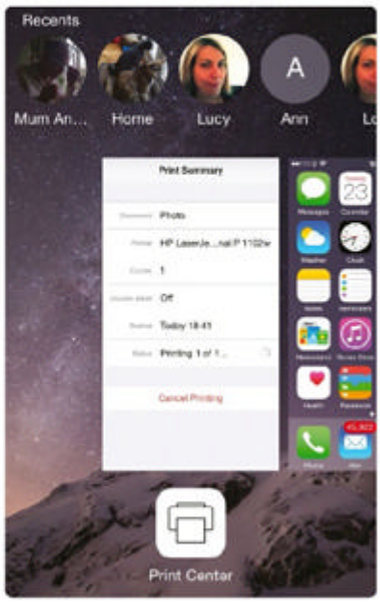
Whichever app you're using, a single press on the Home button will return you to the Home Screen and your familiar app icons. If you've got multiple Home Screens full of app icons, pressing the Home button will whizz you straight back to the first Home Screen. If you're viewing the contents of a folder, press the Home button to exit the folder. If your iPhone is asleep, pressing the Home button will wake it. You also hit the Home button to exit special modes such as the 'jiggle' mode that enables you to rearrange the icons on a Home Screen or in a folder (see page 132).

Press and hold the Home button to activate Siri, the speech recognition system that enables you to control your iPhone by voice or dictate text (see page 44). If you switch Siri off (Settings > General > Siri), pressing-and-holding the Home button activates your iPhone's built-in Voice Control system, which is less powerful but will work even if you're offline (Siri requires an internet connection).

But that's not all. Double-press the Home button to switch to Multitasking View, displaying all the apps you've recently used and (by default) the contacts you've most recently been in touch with. This makes it simple to quickly return to an app you want to use again, without having to return to the Home Screen and hunt down its icon; it also makes it possible if necessary to close any apps that may be misbehaving (see the box below).



On the iPhone 5s, 6 and 6 Plus, the Home button incorporates a Touch ID fingerprint sensor. You can use this to verify your identity and unlock your iPhone. On other models, unlocking your iPhone is a two-step process – press the Home button to wake it and then type in your passcode. With Touch ID activated, it's not only a single step but also far more secure. You can add the fingerprints of several trusted users to your Touch ID list, if you wish. Bear in mind, though, that you can also use Touch ID to confirm purchases in the App Store and iTunes, so make sure you authorise only your own fingerprints for this. See page 37 for more.



Managing your apps

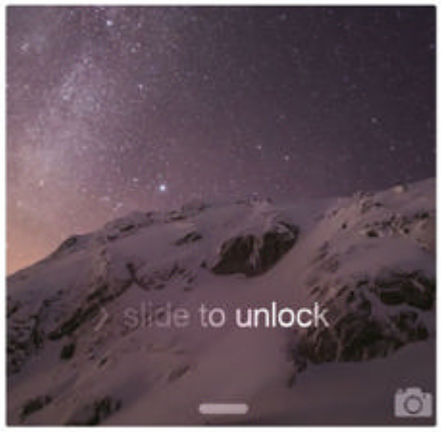
Double-pressing your iPhone's Home button opens Multitasking View. It's a common misconception that the apps you see in this view are all currently running and thus potentially slowing down your iPhone or draining its battery. In fact they are simply your recently-used apps, and they have little or no impact on your iPhone's performance (unless something has gone awry).

In iOS there's no need to quit an app before you switch to another. Unless it's set to carry on working in the background – playing music, for example – the app you're not actively using is simply suspended until you choose to return to it. When you do so, it will seamlessly resume from the task or screen where it left off.

If your iPhone has become unresponsive or an app has got stuck, however, then you can use Multitasking View to force the troublesome app to close. Double-press the Home button, then if necessary swipe through the app thumbnails until the problem app comes into view (though it's usually the first one). To close it, simply swipe its icon or thumbnail screen upwards and let go. (Note that any unsaved work in that app may be lost.)

Your Home Screen is always at the far left of the Multitasking View, unless you're printing something, in which case an extra item, Print Centre, appears at the far left. Tap this to check how a print job is going or if necessary to cancel one. For more on printing using AirPrint turn to page 88.

HOW TO | MASTER MULTITASKING IN iOS 8



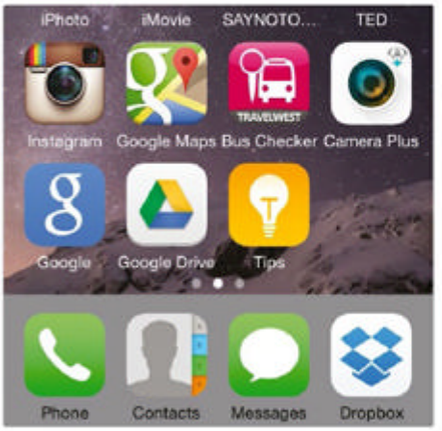
1 Wake up your iPhone

If your iPhone screen is locked and the display is dimmed, pressing the Home button will wake it, so you can swipe and enter your passcode. (That's assuming you have security enabled – see overleaf. If you don't, you'll go straight to your Home Screen.) If you want to put the iPhone back into Lock mode, briefly press the power button. To switch the device off, press and hold down the power button until the slider appears, then swipe to power off.



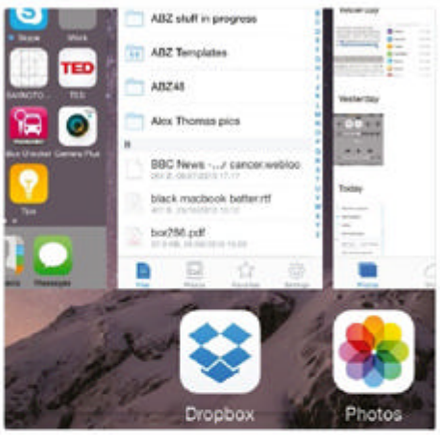
2 Using Touch ID

On an iPhone 5s, 6 or 6 Plus, you can use your fingerprint to unlock the phone and optionally also authorise purchases. Go to Settings > Touch ID & Passcode. If you have a passcode, you'll be prompted to enter it. Next, tap Add a Fingerprint and place a finger on the Home button. Successively place the finger on the Home button and remove it again until the iPhone has a good enough reading. You can add more fingers and additional users if you wish.



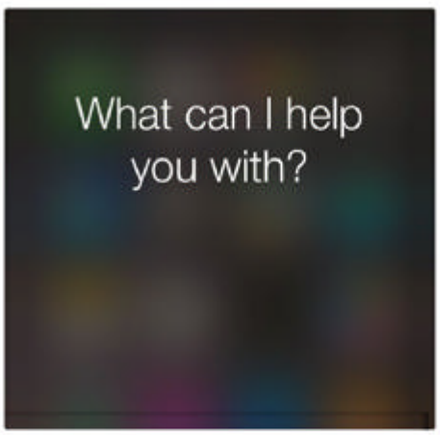
3 Get back Home

When using an app, press the Home button to suspend the app and return to the Home Screen – but note that if you opened the app from a folder, you'll return to the folder; press the Home button again to exit the folder. If the app resides on a second or later Home Screen, you may find yourself there; press the Home button to return to the first Home Screen. So, it's not so much a Home button as a Back button, but let's not argue with Apple…



4 Multitasking view

Double-press the Home button to see your recently-used apps; swipe left for more. Tap an app's icon or thumbnail screen to resume it from where it left off. Unless you're printing, the Home Screen is always at the far left; you can tap it to go there. If you need to close an app, swipe its icon or thumbnail upwards and let go. If you opened this 'app switcher' view accidentally, press the Home button once to return to the app you were using.



5 Call on Siri

Need help with something, or just can't be bothered typing? Press and hold down the Home button. After a few seconds, the Siri voice-controlled assistant will appear and you'll be able to ask for information or dictate text. (This also works in Multitasking view.) If Siri isn't enabled, you'll get the more limited Voice Control options. To speak again, press the on-screen microphone icon. To exit Siri, press the Home button. See page 44 for more.



6 Enable Reachability

On an iPhone 6 or 6 Plus, double-tap (rather than double-press) the Home button to invoke Reachability mode. Reachability is designed to make it easier to reach the on-screen controls when using the larger-screen iPhone models. Everything except the status bar shifts down towards the foot of the screen, so icons and controls are easier to reach when holding the device. This works only on iPhone 6 and 6 Plus, and only with iOS 8.

Using your iPhone as a phone

Master the basics of making and taking calls

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Your iPhone is so versatile and powerful, it's far more than a phone. But before we get stuck into too many more of the 'smart' aspects of your new smartphone, let's look at the phone part.

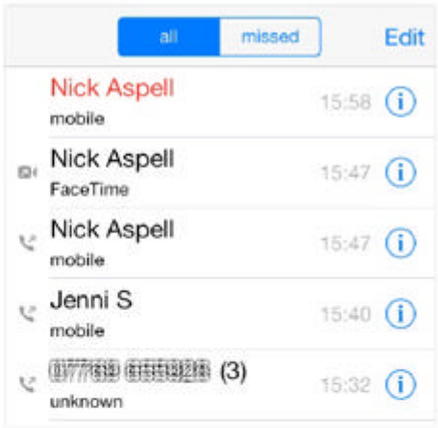
You can initiate a call using the Phone app, Contacts or Siri, the built-in voice-controlled 'intelligent assistant'. Or, if you need to make an emergency call, you can do so without opening an app or even unlocking your iPhone – so if others need to make such a call for you, they don't need to know your passcode, just tap Emergency at the bottom left of the passcode entry screen. (Note that the numbers that can be dialled in this way vary in different parts of the world.)

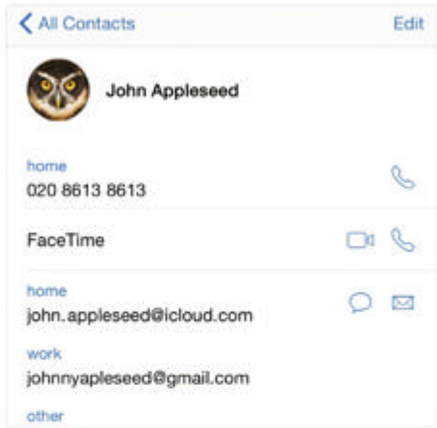
The Phone app itself has some other features that aren't immediately obvious. If, for example, you look up a phone number on a web page, you don't need to laboriously type it in: you can usually just tap on it, then select Call in the alert that pops up. Otherwise, try copying and pasting it: tap-and-hold on it, select Copy, swap to the Phone app, tap and hold on the screen above the keypad, then select Paste. To redial the last number you dialled, tap the green Call button on the Keypad screen to display the number, then tap Call again.

Finally, if you don't want to take incoming calls for the time being but don't want to decline them one by one, simply swipe up from the bottom edge of the screen to open Control Centre, then tap the crescent moon button to turn on Do Not Disturb mode – see page 40 for more on this.



HOW TO | MAKE A CALL ON YOUR iPHONE







1 Making a call

Open the Phone app, type the number you want on the keypad, then tap the green Call button. Tap Recents at the foot of the screen to access your call log – incoming, outgoing (with a grey phone symbol to their left) or missed (in red, and under the Missed tab). Tap a name/number to dial it, or tap the blue 'i' to its right for details and more options, including FaceTime, Send Message and Add To Favourites. (You can then tap the Favourites button to find these.)

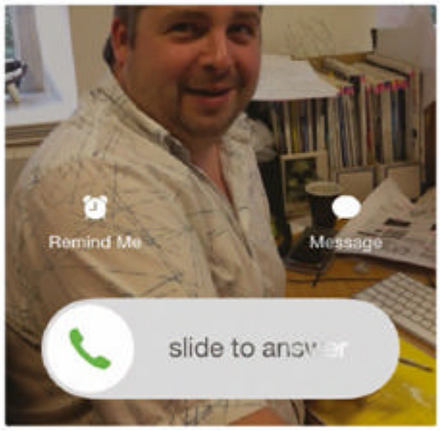
2 Calling contacts

Calls to or from people in your address book are listed by name instead of just number. Tap the Contacts icon at the foot of the Phone app screen to view all your contacts, or just open the Contacts app. To phone a contact, tap their phone number or the phone symbol next to it; don't confuse this with the identical phone symbol for FaceTime audio calls. Note that the FaceTime options will work only if your contact is using an iOS device or Mac.

3 Using Siri

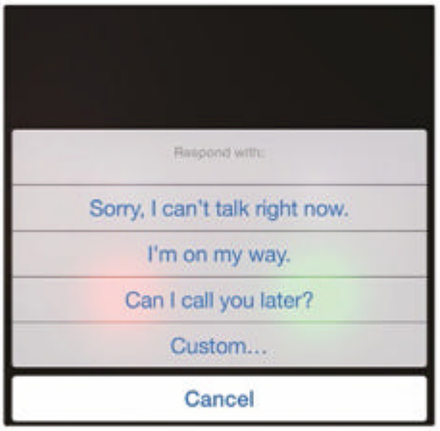
It's also possible to make calls without all that tedious tapping: use Siri! If you've set things up to ensure that Siri can't bypass the passcode when your iPhone is locked (as you should – see page 30), then you'll need to unlock the phone first. Now hold down the Home button until Siri responds, then say 'Call' or 'Dial' followed by a phone number or the name of a contact (adding 'home', 'work' or 'mobile' if the contact entry has multiple numbers). See page 44 for more.

HOW TO | DEAL WITH INCOMING CALLS ON YOUR iPHONE



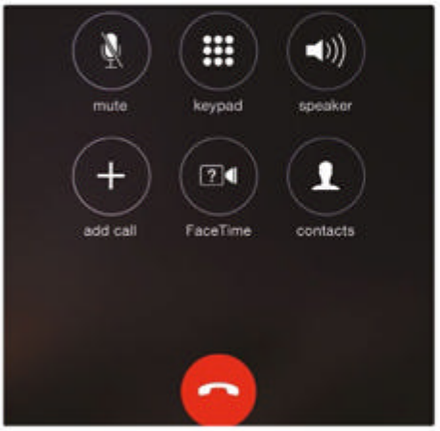
1 Taking a call

Unless the caller has opted to withhold their ID, your iPhone will display the number of an incoming call, or the name if the caller is one of your Contacts, and even their photo if you've saved a snap with their contact entry. If your phone is unlocked, you can simply tap Answer (or Decline); if it's locked, you need to swipe on the Slide to Answer bar (and there's no Decline button). If you have a headset connected, press the middle button on its inline controls.



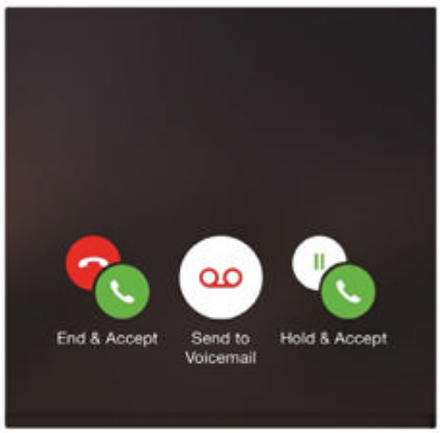
2 Incoming call options

To silence a ring, press the Sleep/Wake button or either volume button. You can still answer the call until it goes to voicemail (about 20 seconds). To send it to voicemail, tap Decline, hold down the middle button on your headset for two seconds, or press the Sleep/Wake button twice. To respond with a text, tap Message and select a preset reply (prepare these in Settings > Phone > Respond with Text) or tap Custom. Tap Remind Me to set a reminder to return the call.



3 In-call options

Move your iPhone away from your head while on a call to access more options. Tap Mute to disable your mic, or tap-and-hold to put the call on hold. Tap Keypad to enter numbers (in an automated menu system, typically). Tap Speaker to put the call on the built-in speakerphone or a Bluetooth headset, if one is paired and in range. Tap Contacts to view the caller's details, if they have an entry. Tap FaceTime to switch the call to FaceTime (if you both use iOS).



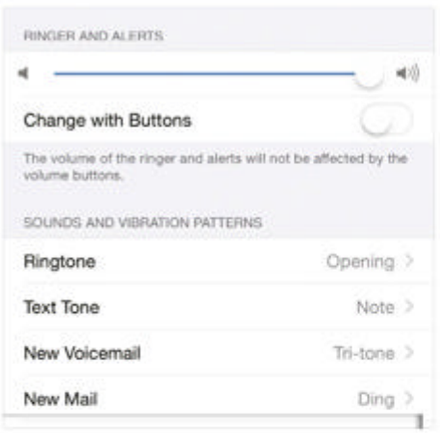
4 Handling multiple calls

The Add Call button enables you to put the current call on hold and initiate another. If a second call comes in, you can tap Send to Voicemail, or Hold & Accept to put the first call on hold and answer the new one, or tap End & Accept. If you have two calls on the go, tap Swap to switch from one to the other, or tap Merge Calls to make them a conference call. For further options in such cases, see the iPhone User Guide – open Safari and tap Bookmarks.



5 Voicemail

How voicemail works depends on your network. O2 supports an Apple system called Visual Voicemail that enables you to view your messages as a list. Tap one to play, replay, call back or delete (any you haven't played yet will display a blue dot). When playing a message, you can drag the playhead to move to a different part of it. With other providers, tapping Voicemail places a call to their own voicemail service, which you navigate using the keypad.



6 Setting ringtones

Tap Settings > Sounds to access ringtone settings. You can keep ring volume independent of other audio (such as music) by setting Change with Buttons to Off. You can also set sounds for incoming texts, tweets, Facebook posts and much more. There's a vast range to choose from, and you can buy more tones in the iTunes Store app (tap More > Tones.) To assign a personal ringtone to a contact, open the Contacts app, tap the contact name, tap Edit, then Ringtone.

Video calls with FaceTime

Who needs phone calls? FaceTime video calls are much more fun

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Getting started with FaceTime is easy. Open the Contacts app, tap on a contact's name, then tap the FaceTime button on their details page. If your contact has a compatible device, it will ring, informing them that you're calling. When they answer, away you go! Alternatively, if you're on a phone call to someone who has an iPhone 4 or newer, you can tap the FaceTime button on the in-call options screen to switch to FaceTime.

FaceTime gets all the contact info from the Contacts app on your iPhone. If you already have a Mail account set up on your iPhone then the Contacts app will have imported the contact details from your email account as well as any people you add manually. If you want to add someone else to your list in FaceTime, simply tap the + button next to All Contacts.

To create a list of those people you stay in touch with frequently, tap on Favourites at the foot of your contact list, then tap the + button. Tap on Recents to check out your FaceTime call history and details of the FaceTime conversations you've had.

You can switch FaceTime on and off by going to Settings > FaceTime. If you don't switch it off, you'll always be available for FaceTime chat. You can also change the number or email address that people use to contact you over FaceTime, or add another address that acts like a phone number you can give out (or add several different ones for different groups of people).

There are a couple of things to note. As well as over Wi-Fi, FaceTime can also work over a Cellular/Mobile connection, but watch your data allowance! You can switch this off in Settings > Mobile if you prefer – scroll down to Use Mobile Data For and switch FaceTime off. Second, the person you want to contact over FaceTime must also have an iOS device with a camera or a Mac. If you want to chat with people who have Android phones or Windows PCs, you'll have to use alternatives such as the Skype app (free from the App Store).

VISUAL GUIDE | THE FACETIME SCREEN

Talk to the face… because it is listening – thanks to FaceTime!

Thumbnail live view

1 You'll see a mini preview of yourself showing what the other person can see. Tap and drag the preview to reposition it.

Mute the microphone

2 Tap the right-most icon at the foot of the screen to mute the microphone. The microphone (pickup) level isn't adjustable, although you can alter the speaker volume using your iPhone's volume controls.

Designated contact

3 Tap the End button to end a call. When trying to call a contact, you need to make sure that you have the number or address in your Contact list that they've designated as their FaceTime address.

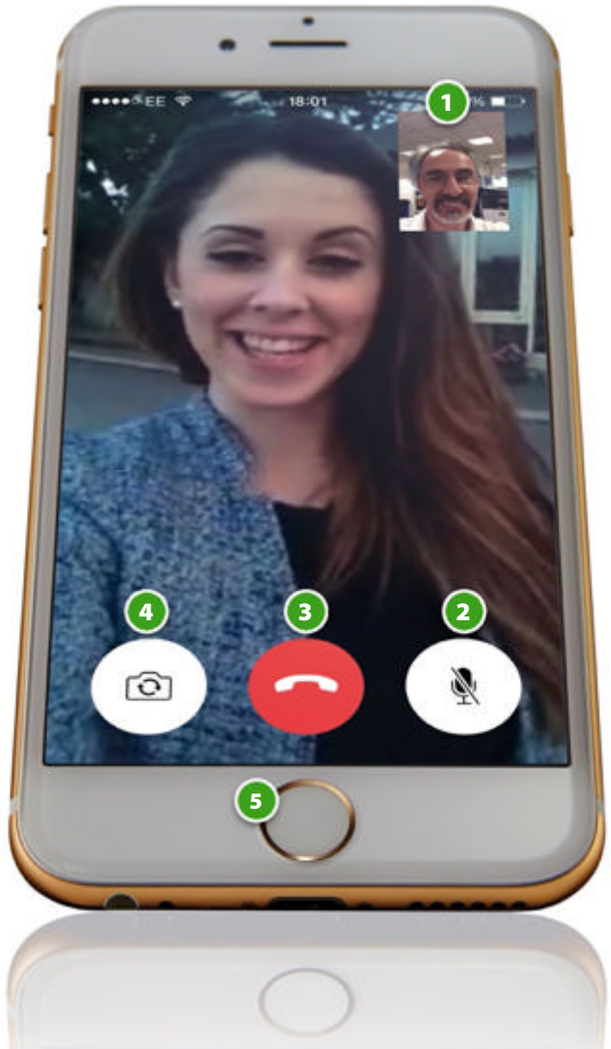
Camera switching

4 Tap the camera-swap icon to switch between the FaceTime camera (front-facing) and the iSight camera (back) while you chat, so you can show the other person what you're looking at.

Suspend camera

5 If you press your iPhone's Home button while chatting, you'll be able to carry on using FaceTime but also access other apps. The camera will be switched off but it will still be possible to chat.

As well as Wi-Fi, FaceTime can work over mobile networks. You can check your data usage at any time by tapping Settings > Mobile, and remove FaceTime from the list if you're nearing your limit.



Using Touch ID

Fingerprint security made easy

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
iPhone, iOS 8

While it's always a good idea to set up a security passcode for your iPhone, the iPhone 6 and 6 Plus offer an even more secure and easier-to-use option: fingerprint recognition. The Home button in the iPhone 6 actually incorporates a state-of-the-art fingerprint scanner (which debuted on the iPhone 5s), and once you train it to recognise your fingerprint, unlocking your phone or authorising App Store purchases is just a matter of pressing the Home button for a second or so. If someone else tries this their fingerprint will simply not be recognised.

Getting in touch

Before you begin with Touch ID you'll need to ensure you've set up a numerical four-digit passcode for your iPhone. This is because if Touch ID input fails for any reason (because you're not recognised – or it's not you!), the iPhone will fall back to asking for a standard passcode. A passcode is also necessary to set up further recognition if you want to be able to use different fingers to access your phone – either more of your own, or those of your family, friends and whoever else you trust to use it.

For anyone worried about privacy, Apple is at pains to point out that fingerprint data stored on the iPhone 6 isn't going anywhere. In fact, the device doesn't store an image of the fingerprint at all; rather, it creates a unique mathematical representation of it which can't be 'reverse engineered' back into an image. This data is encrypted and stored on the phone, and only Touch ID itself can access it – it's never transmitted or backed up.



HOW TO | SET UP TOUCH ID



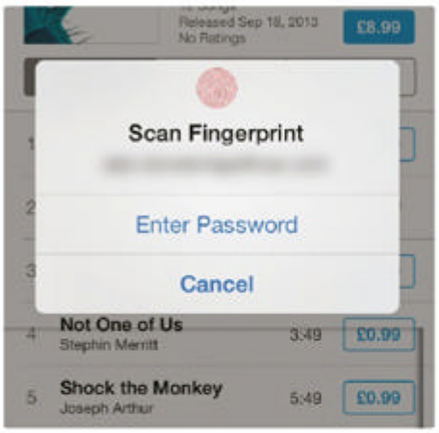
1 Getting started

With a passcode set up, go to Settings > Touch ID & Passcode. When prompted, touch (don't press) the Home button, using the same thumb (or finger) that you normally use when unlocking the iPhone, and watch as the display builds up an image. When you feel a small vibration or when prompted on-screen, lift your thumb/finger and touch it down again, shifting its position very slightly.



2 Recording your print

Repeat this process until the graphic on the display gradually fills in with red – the scanner is gradually reading more information. The final step is to capture the edges of your print, because it's unlikely you'll always press the Home button dead centre. So as the display suggests, hold the phone in the way you usually would when unlocking it and touch the outer areas of your thumb/finger, shifting it slightly.



3 Making purchases

Once it's set up, you can also use Touch ID to buy from iTunes, the App Store and iBook Store. First, make sure that iTunes & App Store is enabled in Settings > Touch ID & Passcode. Now each time you purchase an item, you'll be prompted for your fingerprint rather than your Apple ID password. If it's not recognised five times in a row for any reason, you'll have to enter your password instead.

Your Apple ID

Your key to Apple services, shopping and more

Whether you're using just an iPhone, other iOS devices, a Mac or all of these, your Apple ID is your key to the range of online services from Apple and much more. Whether you want to sign up to services such as iCloud, buy some kit from the online Apple Store, find more apps for your iPhone or Mac, or simply download some music and movies from iTunes, you'll need to have an Apple ID.

At its simplest level, an Apple ID is your unique user name in the Apple world, identifying who you are so that you don't need to keep re-entering details such as your email, your physical address and a payment method every time you want to download something.

Your Apple ID is also your key to all kinds of features, including the ability to sync your Calendar events, Contacts and Safari bookmarks across multiple devices and computers. Once you sign up for Apple's free iCloud service, all the apps, music and books you've bought on one device are automatically available to download for free on other devices linked to the same Apple ID. Your Apple ID is also vital for iOS features such as Photo Sharing, which enables you to share any pictures you take on your iPhone with your other devices and with other people (see page 104). Plus, it's your gateway to joining the world of competitive gaming available via Game Center (see page 128) – your Apple ID serves as your Game Center account so you can find games that your friends are playing, challenge them online and post your achievements for others to admire.



Register your computers and devices to the same Apple ID and you can sync your bookmarks across all of them, and even see what tabs you have open in Safari on your other devices.



If you use a Mac or another iOS device as well as an iPhone, then you can take advantage of the 'unified ID' in iOS 6 and newer, which means that messages sent to your iPhone number are also viewable on any device or computer linked to the same Apple ID.

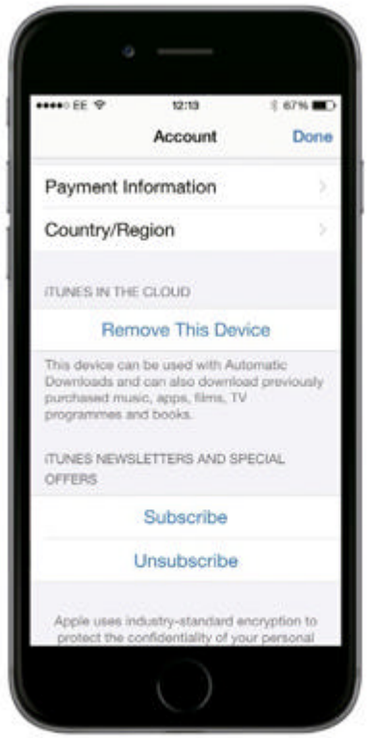
If you bought your iPhone, iPad or Mac (or anything else) from the online Apple Store, or you've ever downloaded anything from iTunes or the App Store, then you'll already have an Apple ID. If not, you can create one as part of the process of setting up an iOS device or Mac, or you can visit the website at appleid.apple.com and click the Create an Apple ID button on the homepage. If you're not sure whether you already have an Apple ID or you've forgotten your password, the same site will be able to help you out.

Note that the one thing you can't do on this site is add or alter any payment details. For this, you need to sign in to the iTunes Store or App Store on your Mac or iOS device – see opposite.

Managing your Apple ID

It's possible to use one ID for your Store purchases and a different ID for iCloud – in fact, whenever you create an account for an Apple service, such as iCloud or the App Store, you're creating an Apple ID. However, sticking to one ID makes life much simpler – it means your song purchases will be available on any device via iTunes in the Cloud, for a start. That said, creating a separate Apple ID can be ideal if you're giving your iPad to your children to use, for example, and want them to be able to install free apps but not paid-for ones: you can set up a new Apple ID for them with no payment card associated with it – see opposite.

Be aware, though, that this does *not* work the same way as having multiple user accounts on your Mac or PC and switching between them – in particular, note that once you sign in to an iTunes Store account, you can't switch the



Your Apple ID enables you to buy things from iTunes, the App Store, the iBook Store and the online Apple Store. It also enables you to have anything you purchase on one device automatically download to all the other devices linked to the same Apple ID.

Store to another Apple ID on the same computer or device for 90 days – but it does mean you can rest assured that your kids won't be able to run up a huge bill on the iTunes Store or by using In-App Purchases.

You can change your password or personal information whenever you like. It's also possible to change your main Apple ID at any time: you just need to sign out of all services that use your current Apple ID, and make sure you specify a valid email address for your new ID – you'll be sent a verification email, which you'll need to access in order to complete the process. The only catch is that you can't use an iCloud email address (@icloud.com, @me.com, or @mac.com), because this is already an Apple ID itself.

The other thing you can't do is merge multiple Apple IDs into one, which can be a pain if, say, you bought something on iTunes using an older ID. You'll need to keep using the old ID to access music, movies, apps or other items that were purchased using that ID. If your old Apple ID is linked to an email address you no longer use, you can change it to one you do use (unless it's an iCloud email address, in which case you need to add your valid email address as an *additional* email address).

Got a query or want to know more? A good place to start is www.apple.com/support/appleid.

HOW TO | SET UP AND MANAGE AN APPLE ID – OR SEVERAL…



1 Creating an Apple ID

You can set up an Apple ID when you set up your iOS device or Mac, when you want to buy something from iTunes or download from the App Store, or by using a browser and going direct to appleid.apple.com. Click 'Create an Apple ID' and fill in the details, making sure to include a valid email address, then click Create Apple ID. Next check that email account for a message from Apple, click Verify Now and follow the instructions to finish setting up.



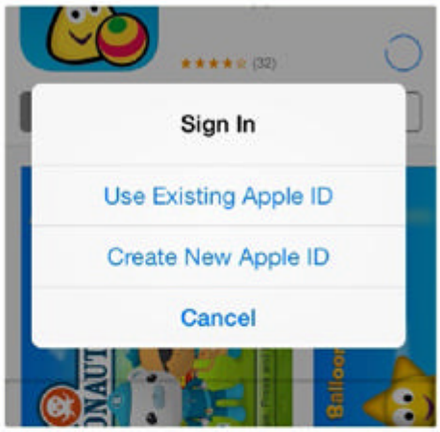
2 Settings and options

Forgotten your password, or want to change any details? On your iPhone or iPad, you can tap Settings > iTunes & App Store, tap your Apple ID at the top of the next screen, then tap the appropriate option – to change details, tap View Apple ID and enter the password. If you've forgotten it or have never signed in, you can tap iForgot, use a browser to visit the site in step 1 or the splendidly-named iforgot.apple.com and follow the steps to reset your password.



3 Additional Apple IDs

If you have older kids (aged 13 or older) and want to let them download free content on their own but not paid content, you can set up an additional Apple ID with no payment card attached. You can do this in advance on the site in step 1 or in the next step. On their device, go to the App Store. If you're signed in as yourself, first scroll down, tap your Apple ID and tap Sign Out. Now pick a free app – any will do, provided it's not already installed. Tap Free, then Install.



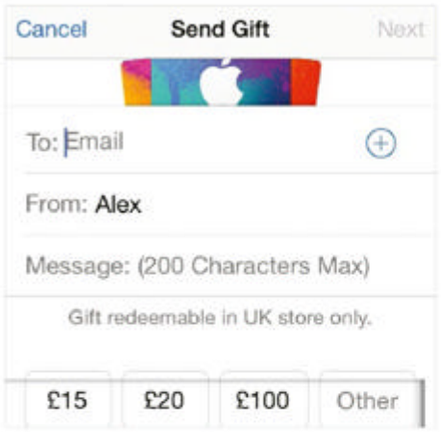
4 Sign in or create new

You'll now be asked to sign in. If you've already created the additional Apple ID, tap Use Existing Apple ID and enter the name of the kids' account. If not, tap Create New Apple ID and go through the steps to set one up now. Tap Review, then Next, agree to the Ts&Cs and enter your payment card details. (Don't worry – this is just temporary! We'll remove this information in the next step.) After the app has downloaded, tap the back arrow at top left.



5 Unlink payment card

On the App Store's main Featured page, scroll down to the bottom and tap Apple ID > View Apple ID. Verify this is the kids' account and not yours, then sign in, tap Payment Information and under 'Payment Type' select None. Now tap Done, then Done again on the next screen. Now when your children access the iTunes Store, App Store or iBook Store with this account they'll be able to download free apps or media but will have to enter the card details for paid-for items.



6 Gift or allowance

If you want them to have a paid-for app, you can enter the card details for them – or safer still, gift the app from another Apple ID. Sign in to the Store with your own ID (ideally on another device – remember you can't swap for 90 days), find the app, tap the Share button, then tap Gift and enter the email address of the kids' account. To set up an allowance, scroll down the main Featured page in the Store, tap Send Gift, enter their account's email address and pick a value.

Using Control Centre

Take control of your iPhone with the handy Control Centre

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

Control Centre gives you quick access to a lot of useful controls on your iPhone, all in one place. You access it by sliding one finger up from the bottom of the screen – it's usually best to start with your finger on the bezel and slide upwards from there. Control Centre will come into view as a grey transparent window with a range of buttons and sliders.

At the top are five buttons that turn key features on and off: Airplane Mode, Wi-Fi, Bluetooth, Do Not Disturb (see box below) and Orientation Lock. Next is a screen brightness control, so you can adjust the screen to suit any conditions or dim it to save the battery a bit of juice. Beneath this are controls for media playback (music and video). The top slider is the Playhead, which you can use to jump forward or back within a track or video; below that are the usual Play/Pause, Next and Previous buttons along with whatever song, audiobook or video is currently playing; and below this sits a volume slider.

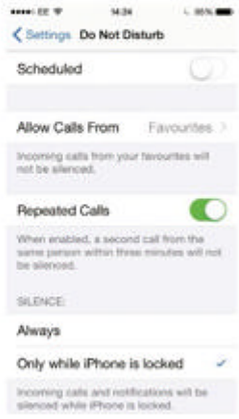
Underneath are controls for AirDrop and AirPlay, both of which are used to share items on your iPhone with other devices. At the bottom are shortcuts to switch on the LED flash as a torch, start the Timer part of the Clock app, launch the Calculator, and open the Camera app.

When you've finished with Control Centre, simply swipe back down the screen from near Control Centre's top handle to close it.

Lock Screen access

By default, Control Centre can be accessed from the Lock Screen without entering your passcode. This enables you to perform tasks like skipping music tracks, adjusting the volume and using the camera without having to take the time to unlock your phone first. Some features do still remain locked until you unlock the phone – you can't access existing photos in your Camera Roll or share any shots, for example. Obviously, however, this easy access does compromise security, so you can tap Settings > Control Centre and disable Access on Lock Screen if you wish. You can also disable Access Within Apps if, for example, swiping upwards might conflict with an app's own controls.

Do Not Disturb



A crescent moon icon appears in the status bar in DND mode.

While in Do Not Disturb mode, your iPhone will reject incoming calls, and keep notifications and alerts silent. Alternatively, you can allow calls from specified people or groups. To do this, tap Settings > Do Not Disturb > Allow Calls From. If you've imported work contacts and Facebook friends into Contacts, these will be saved in distinct groups, so you can opt to allow calls from the former but not the latter, for example. To create a Favourites list of specific people to allow through, open the Contacts app, tap each contact you want in turn, and tap Add to Favourites. What if somebody is trying to reach you urgently but they're not in your Favourites or allowed Groups? In Settings > Do Not Disturb, switch the Repeated Calls option on and if the same person tries to call again within three minutes, the call will be allowed through. Rather than switch DND on manually, you can also schedule it to activate at preset times.

1 Opening and closing

To access Control Centre, slide a finger up from the bottom of the screen. You can access Control Centre from just about any part of iOS, including inside apps (unless you disable this option – see 'Lock Screen access' at left). Sometimes apps use a similar gesture, in which cases you can swipe upwards twice – the first swipe will reveal a grey tab with an arrow facing up, and the second swipe then reveals Control Centre. Swipe down to close Control Centre and return to your app or Home Screen.

2 Quick features

At the top sit five buttons for turning features on and off. The first is for Airplane Mode, which essentially switches off all phone, radio and data network activity (which airlines don't like switched on in flight) but you can still listen to music, play games, watch videos or use other apps that don't require network or phone connections. Next are switches for Wi-Fi, Bluetooth, Do Not Disturb (see the box below) and Orientation Lock, which prevents the screen rotating when you tilt the phone from portrait to landscape or vice-versa. The buttons turn white when on; tap one to turn that feature off.

3 Music and video

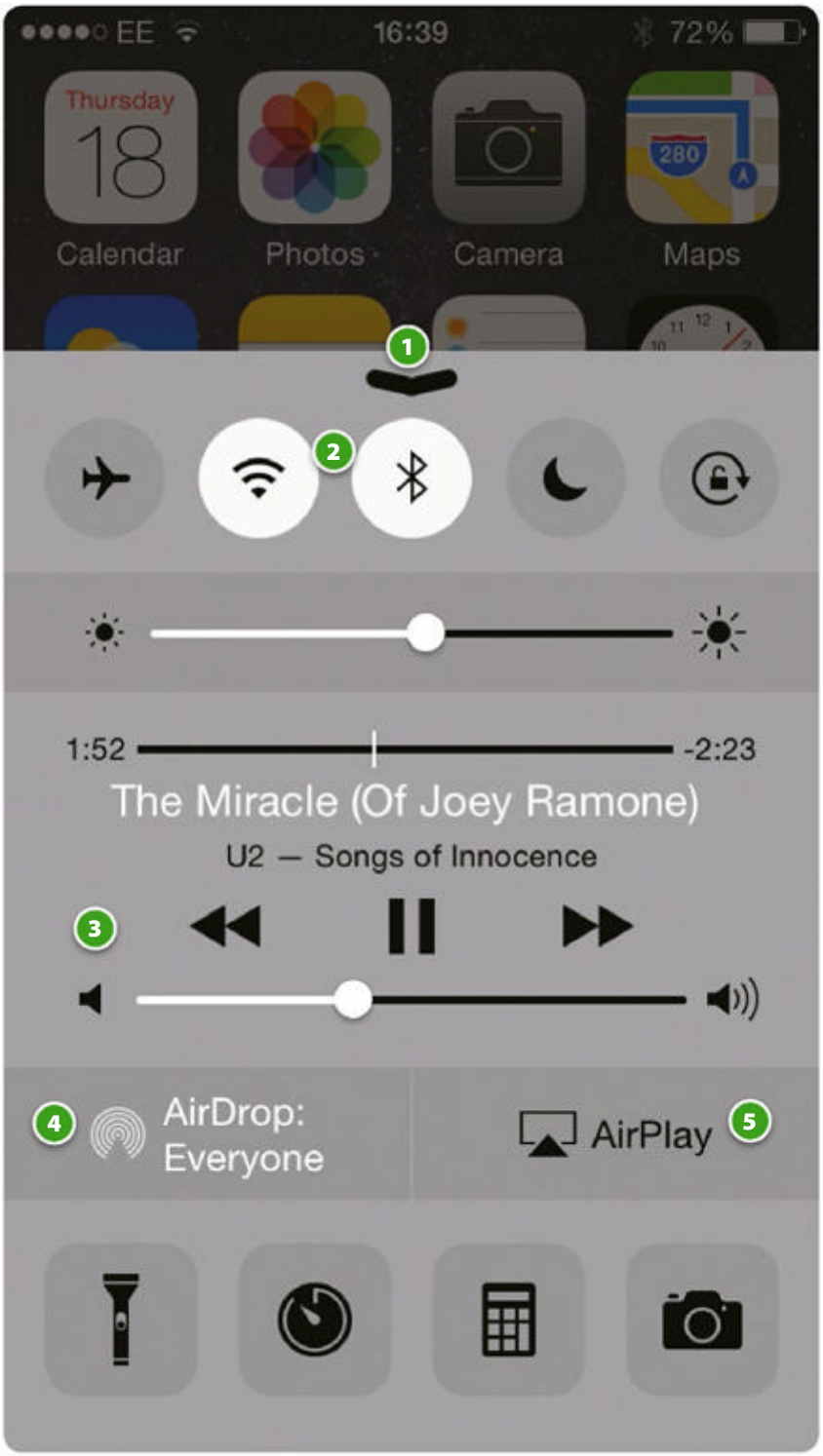
The playback controls in Control Centre work just like the standard controls in the Music or Videos app. When music is playing, the track name will be displayed; tap this to open the Music app, so you can cue up further tracks, switch to another album, or use other features.

4 Turning AirDrop on

AirDrop is a fantastic technology that enables you to share files between iOS devices wirelessly. To turn it on, tap the control. You can then choose to share files with Everyone or with Contacts Only (that is, people in your Contacts app). AirDrop uses both Wi-Fi and Bluetooth, so turning on AirDrop automatically switches on both of these. See page 72 for more.

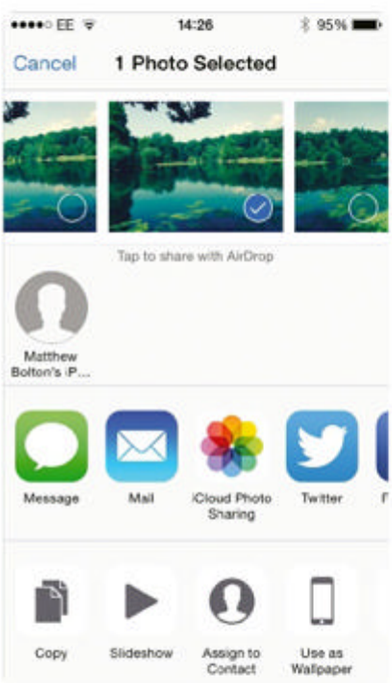
5 Using AirPlay to stream video

The AirPlay button is used to stream video to an Apple TV, and audio to an AirPlay compatible speaker. With your media already playing, swipe upwards to access Control Centre and then tap the AirPlay button. Now select the device you want the media to play from. You can also choose Mirroring On when using the Apple TV, which will output your entire iPhone display to your HDTV via the Apple TV. See page 86 for more on AirPlay.



6 Quick app access

At the bottom are four apps that you can access quickly from Control Centre. Tap the torch button to switch on your iPhone's LED flash until you tap the button again. (Beware: this will drain the battery quickly!) Tap the second button to open the Timer section of the Clock app, so you can quickly start a countdown (though you can switch to other features of the Clock app). Tap the third button to open the Calculator. Tapping the camera icon opens the Camera app, so you can take a photo almost instantly when the moment just won't wait.



Using AirDrop inside apps

AirDrop is a powerful technology that you switch on using Control Centre but use inside compatible apps. It uses both Bluetooth and Wi-Fi together to share files or data between iOS devices.

If you want to share a photo with another person, open Control Centre and tap AirDrop, then Contacts Only (if you know them) or Everyone (if you don't). Open the Photos app and pick a photo, then tap the Share icon in the bottom left. The section marked AirDrop will display all the people nearby with compatible devices and AirDrop turned on. Tap a person's name and the photo will be sent straight to their device. See page 72 for more about AirDrop.

Using Notification Centre

Learn how to manage the alerts and updates you receive

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Your iPhone works hard behind the scenes: by default it's watching for incoming emails, messages, social media activity, upcoming Calendar events, reminders you've asked for and, in iOS 8, even updates from third party apps. You won't necessarily wish to know about all this; for example, you can set apps to update and perform certain other tasks automatically in the background. Notification Centre is a 'noticeboard' where you can easily find the things you want to know about.

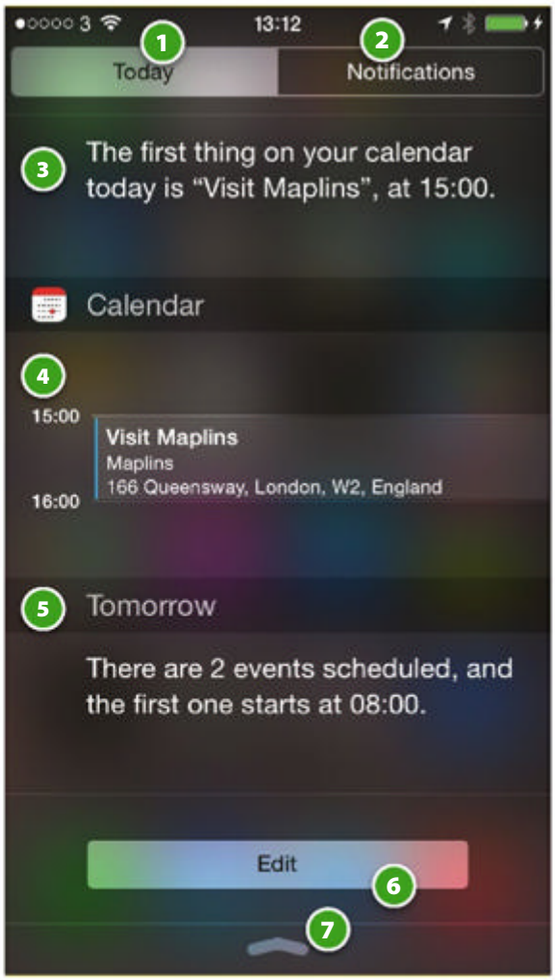
You decide what apps and extensions get included in Notification Centre, and what type of notification each will give you: banners, which pop up briefly then fade away, or alerts, which open in the middle of the screen and actively require you to dismiss them.

To view your notifications, swipe downwards from the top of the screen to open Notification Centre. This has two tabs: Today and Notifications. The Today view is a configurable summary, by default including Calendar, Reminders and Weather info; the Notifications view contains all the messages from apps that you've included in Notification Centre.

You can tap an item to go straight to it in the relevant app. Swipe an item to the left for the option to remove it or, in some cases such as Messages, to reply from inside Notification Centre. Doing so or tapping through to some items, such as emails, marks them as acted upon and removes them from Notification Centre. Others, such as pending Reminders or upcoming Calendar events, will remain until you remove them or the date has passed. By default, other apps, such as eBay, will simply show their last five notifications in Notifications View.

Notifications can also appear on the Lock Screen. Here, just swipe on an individual item to unlock your iPhone and open the relevant app.

VISUAL GUIDE | NOTIFICATION CENTRE



Get to know the Notification Centre display on your iPhone

Today

1 Drag your finger down from the top of the screen to reveal Notification Centre. The default view is Today, which begins with a summary of the day's weather, followed by your calendar events, reminders, and tomorrow's events. In Settings you can configure exactly what is or isn't included in Notification Centre, so your view may differ to a greater or lesser degree.

Notifications

2 Swipe left or tap the Notifications tab to see all your notifications. Notifications from apps are listed in the order you've specified in Settings (see opposite page), then in chronological order within each app. By default, App Store app updates are included here, which is handy to view what apps you should check for new features.

Today summary

3 The Today Summary includes a description of what you've got happening today. By default it will usually note the date, time and weather followed by details from your Calendars and Reminders app. Below this will be Stocks and the Tomorrow Summary. Tap any particular notification and you'll jump straight to the associated app for more information.

Calendar events and Reminders

4 All the events in your Calendar for today will appear here. Tapping the notification opens your calendar at that event. Scroll the window up to see any reminders that are marked as due today. You can tap the circles next to reminders in Notification Centre to mark them as completed.

Tomorrow summary

5 Keep scrolling down and near the bottom of the screen, you'll find a heads-up of how many events and reminders you have coming up the next day.

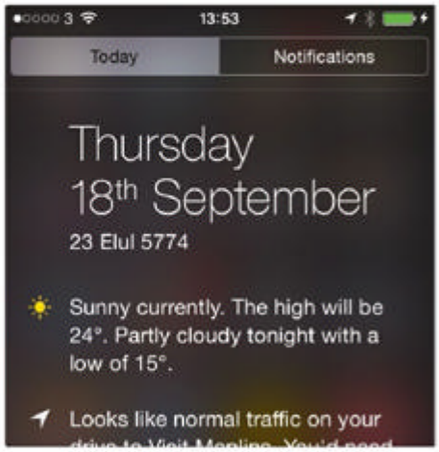
Edit

6 At the very bottom of the Notification Centre window (unless you've accessed it while your iPhone is still locked) is an Edit button. Tap this to adjust the items that will be included in the Today Summary. As you install additional apps and services they appear in the Do Not Include section; tap the green Add icon to move them into the Today Summary section.

Close

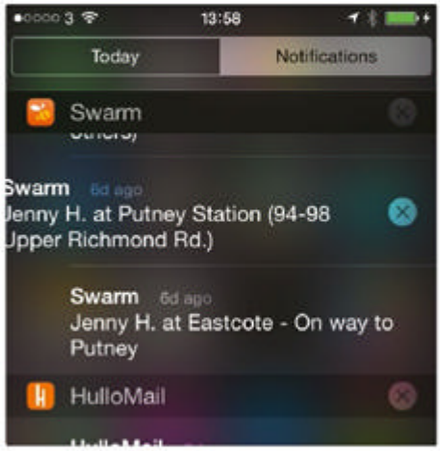
7 To close Notification Centre again, simply swipe upwards on the handle at the bottom.

HOW TO | USE NOTIFICATION CENTRE



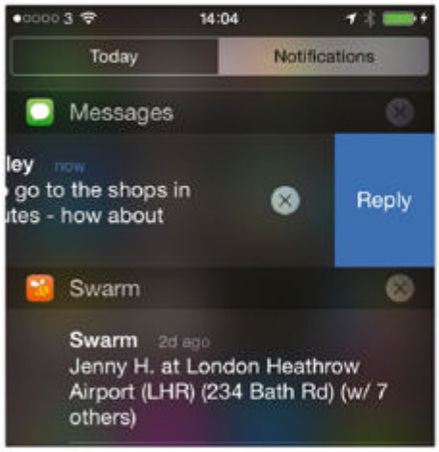
1 Swipe down

Slide your finger down from the top of the screen to open Notification Centre. It's best to get into the habit of starting on the iPhone's bezel (outside the display) – otherwise you end up opening Spotlight Search instead. By default you'll see a weather report and summary of the day, plus any Calendar events and Reminders that are due today. Opening Notification Centre pauses whatever app you're using or task you're doing (although audio will continue to play).



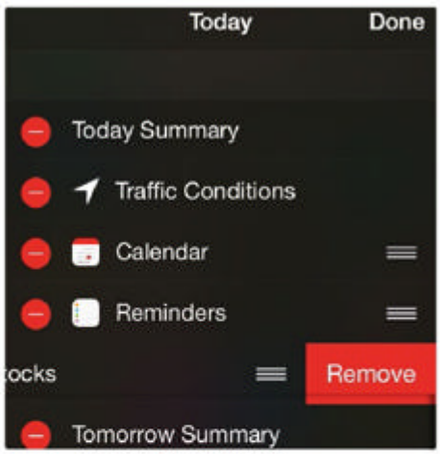
2 View All

Tap the Notifications tab (or flick left) to view all the notifications you've had in the last few days from all the apps you've authorised. Many apps are able to give notifications, so this window is often packed. Tap a notification to open the corresponding app. Slide a finger left across a notification to reveal further options such as Reply or an X button to remove it. If you want to remove all of an app's notifications, tap the X button to the right of the app, then Clear.



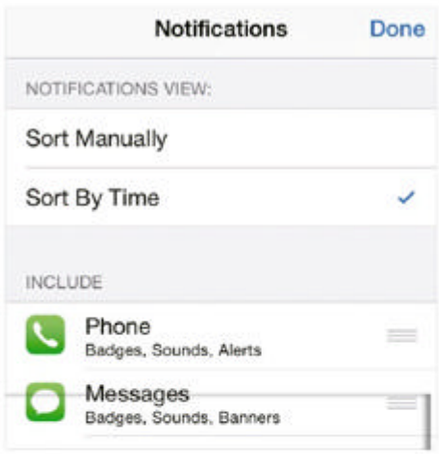
3 Reply to Notifications

New in iOS 8 is the ability to interact with notifications inside Notification Centre (without having to open the app). Slide a Messages notification to the left to reveal a blue Reply button. Tap Reply and the message moves to the top of the screen, with a text field below. Mail notifications offer Mark as Read and Delete options in Notification Centre. And you can slide all notifications to the left to reveal an X icon that will clear each individual notification.



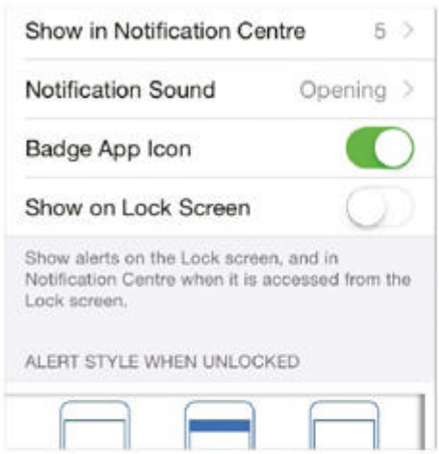
4 Edit Today view

Tap the Today view to return to the main window, and scroll down to the Edit button. Tap this to add items to the Today view or remove them. Tap the red Remove symbol next to an item, then tap Remove to move it down into the Do Not Include section. Tap the green Add button next to items there to move them up to the Today view. New apps may ask permission to appear in the Today view as you install them (and will then appear in this Edit window).



5 Remove or sort items

Getting too many notifications? To customise Notification Centre, tap Settings > Notifications. You can sort items in Notifications View either manually or by time. If you choose Manually they appear in the order listed in the Include section. To alter this order, tap Edit to reveal sort order icons (three horizontal lines) next to each app. Use these to drag items up or down, or even all the way down to the Do Not Include section. Tap Done when you're finished.



6 Notification Settings

Tap on an app in the Include section to view its settings. Switching Allow Notifications to Off is another way to remove it from the Include list. Below this you can set how many of the app's items appear in Notifications View (five by default), and whether it also alerts you with sounds and icon badges. At the bottom you can choose how the app alerts you to a new event before it is placed in Notification Centre: a transient Banner, a persistent Alert, or neither.

Using Siri voice control

Learn how to command your iPhone using just your voice

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8, Internet connection

Siri is Apple's renowned voice control technology. At the touch of your Home button you can use Siri to do all kinds of useful things. Want to call someone? Don't bother dialling, just tell Siri "Call John" or "Dial 01234 567891" (for best results, speak each digit separately). Lost your way? Ask "How do I get home?" or "Where's the nearest petrol station?" Need a reminder? Say "Remind me to call Mum when I get home." (You'll need to enable Location Services for location-related requests to work – Siri can open most apps, and even decide which app is required for a given task, but it can't activate this service itself.)

Siri is also much more personable than other voice systems, responding with a slight sense of humour. The injection of personality is not universally popular, but it does mean you may be surprisingly entertained by some of Siri's answers!

You can do all sorts with Siri, from getting information to adjusting alarms, setting reminders and calendar events, and adding contacts. Siri doesn't always get what you're saying, but the system adapts to your preferences over time – and it's thrilling when it works perfectly. It's just like having a conversation with a computer from the future.

In iOS 8 you can now activate Siri just by saying "Hey Siri" out loud (as long as the iPhone is plugged in and charging). This makes your iPhone a great hands-free assistant sitting on your desk. Tap Settings > General > Siri and ensure that Allow "Hey Siri" is set to On. Let's see what you can say to Siri…



VISUAL GUIDE | GET TO KNOW SIRI

Introduce yourself to your PA and discover how the Siri interface works

Press to speak

1 To invoke Siri, press and hold the Home button (or if your iPhone is plugged in and you've enabled this option, say "Hey Siri"). When Siri responds, simply start speaking. Siri waits until you stop speaking, or you can tap the on-screen microphone button to tell it you're done (or if you're still holding the Home button, release it). Siri will display what it thinks you said, and respond accordingly.

The virtual microphone

2 Tap the microphone icon at the bottom to let Siri know you're about to start speaking again. When Siri is listening this turns into a horizontal waveform that moves up and down with your voice.

Commands and requests

3 Siri works with nearly all the built-in apps on your iPhone, and will activate the required app automatically. So if there's a song you want to hear, say "Play" and the track name. You can even say "Play Adele" to hear a randomly-selected song by the artist you name. Siri is designed to interpret natural language, so if you say "Remind me…" it will know to create a reminder; ask "Have I got any appointments this afternoon?" (or even just "How is my day today?") and it will check your Calendar.

Tap to open

4 When you ask Siri for information from an app, such as the weather, you can tap on that part of the screen to be taken from Siri to that app for more detailed info. You can also ask Siri to open apps just by saying their name – "Angry Birds", for example.

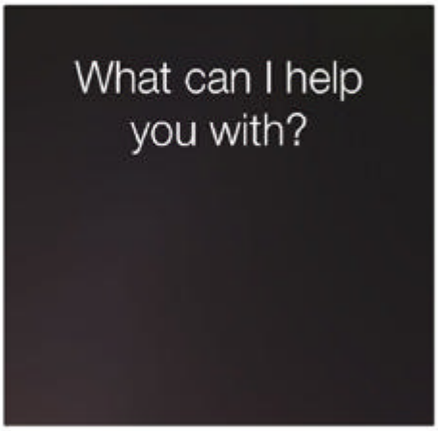
Tap to Edit

5 If Siri slightly misheard you then you can edit what it thinks you said. Tap on "tap to edit" and it will bring up the keyboard so you can fine-tune the entry, or you can try dictating your correction – you can say "Add" or "Change X to Y", "No, send it to Chris" or something similar, or just "Cancel" and Siri should understand. Using the keyboard is useful – and very likely faster – when you're entering text into Reminders, Messages or Notes and Siri doesn't quite get the words right.

Interactive elements

6 Some elements of Siri's display are interactive. You can ask Siri to show reminders, and tap them to mark as completed; or you can ask Siri what alarm times you have set, and then tap to turn them on or off.

HOW TO | GET STARTED WITH SIRI



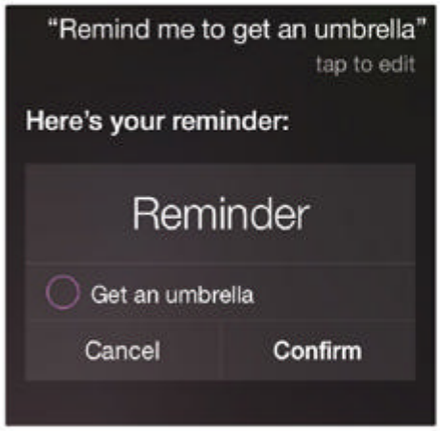
1 Get started

Press and hold down the Home button to activate Siri. When Siri responds, speak out an instruction or question, then pause for Siri to respond. You can say anything from "Hello" to "Tell me a joke" or issue specific commands for apps. Saying "Help" is a good way to get some advice on commands to get started with. Note that Siri works by connecting to Apple's servers, so you must be connected to the internet to use it, and there might be a slight delay in response.



2 How's the weather?

A good place to start is with the weather. You can ask "How's the weather?" for a quick update, or ask something more specific such as "What's the weather going to be like on Wednesday?" You can also ask about specific places: "How's the weather in Barcelona?" You can even ask questions like "Is it going to rain tomorrow?" or "What time is sunset today?" When Siri has issued a response you can tap the mic icon at the bottom to start speaking again.



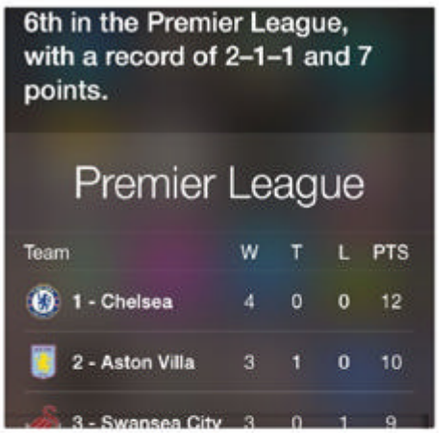
3 Your personal assistant

It's just as simple to set Siri to work on more complex tasks. You can try asking Siri to set an alarm by saying "Wake me up at 7 o'clock tomorrow," for example, or say "Set a timer for 20 minutes" to begin a timer countdown. You can also ask Siri to remind you to do something at a certain time (or place, if Location Services is on), or create calendar events. You can also ask Siri to take a note for you: simply dictate the words and Siri will save it in the Notes app.



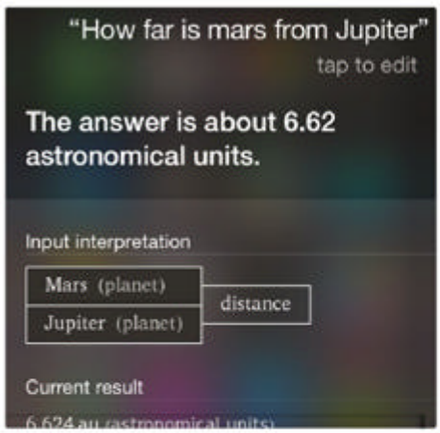
4 Sending a message

Siri can also be used to send messages to people. Tell Siri "Send a message to Jane" (for example) to get started. If you know more than one Jane, Siri will ask which one, but over time, if you pick the same Jane it'll just default to that. Siri asks you to dictate the message, and checks with you if it's correct. Say "Send" (or tap Send) to fire off the message. The more you use Siri to send mail and messages, the better it becomes at figuring out who your friends are.



5 Sports results

Siri is able to tap into all kinds of online services. You can ask Siri to get you detailed sports information: say "How is Tottenham Hotspur doing?" for example and you'll get information on the latest match results. Siri knows Premier League football in the UK, along with baseball, ice hockey and American football in the USA. There's no cricket or Formula One information yet, sadly, but it's still a great tool for keen sports fans.



6 Asking for information

You can ask Siri for information of all kinds such as "How far is Earth from Jupiter?" and "What is the capital of Zimbabwe?" Because Siri uses Wolfram Alpha (an online knowledge engine), it's great at finding all kinds of facts and solving mathematical equations. Siri also uses the Bing search engine, which offers up a great selection of web results and can be used to find images. Just say "Show me pictures of wallabies", for example, and that's what you'll get!

Using the keyboard

Find your way around the on-screen keyboard and type more quickly

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Your iPhone isn't just for talking. Particularly with the vital role of social networking in our lives, text is what it's all about these days. The iPhone's on-screen virtual keyboard makes entering text as easy as any small touchscreen device can, whether for Twitter, Notes, Messages or entering blocks of text in apps such as Pages.

Here we'll look at some of the features and shortcuts offered by your iPhone's virtual keyboard, which will pop up whenever you tap a text field in any app that permits text entry: the 'To' field or message body field in Mail or Messages, the address bar in Safari, and so on.

Bear in mind that you can usually turn your iPhone on its side and use the keyboard in landscape orientation, which makes the keys that bit larger and less fiddly for fat fingers. This also makes it possible to hold your iPhone with two hands and type with your thumbs rather than your fingers.

You can configure many aspects of the iPhone's keyboard under Settings > General > Keyboard. There are lots of features to help you enter text here – have a look at the options and try them out to see how useful you find them.



Fingers in a twist? No need to stop. The iPhone's autocorrect feature will recognise common misspellings and, if one of its suggestions is in blue on a light background, will insert its correction as soon as you type a space or punctuation mark. What you actually typed is in inverted commas on the left; to keep this, tap it.

Trust autocorrect

The biggest tip we can give is to leave autocorrect turned on, and learn to trust it. If it makes a suggestion you want to accept (in the middle of the bar above the keyboard, in blue), then carry on: it will be inserted when you type a space or punctuation mark. To accept another of the predictive engine's suggestions, tap the one you want. To keep what you actually typed, tap the word in inverted commas on the left-hand side of the QuickType bar – or, to avoid breaking the flow of your typing, suppress the urge to correct mistakes in the middle of a word: finish typing, then go back and tweak or replace if you need to. It might take a while to get used to typing this way, but it should ultimately save you a good deal of time and effort.

New sentence

If you double-tap the spacebar when composing an SMS text or using text-based apps such as Notes or Mail, the app will insert a full stop followed by a space, and automatically capitalise the next letter you type. (This option is on by default but can be turned off in Settings > General > Keyboard.)

Manual Caps Lock

If you don't want to capitalise the first letter of a new sentence (say if you're starting a sentence with the word "iPhone"), tap the Shift key. If you want to type a whole word in caps (say an acronym such as WYSIWYG), double-tap the Shift key and type away. Tap the Shift key again to turn it off.

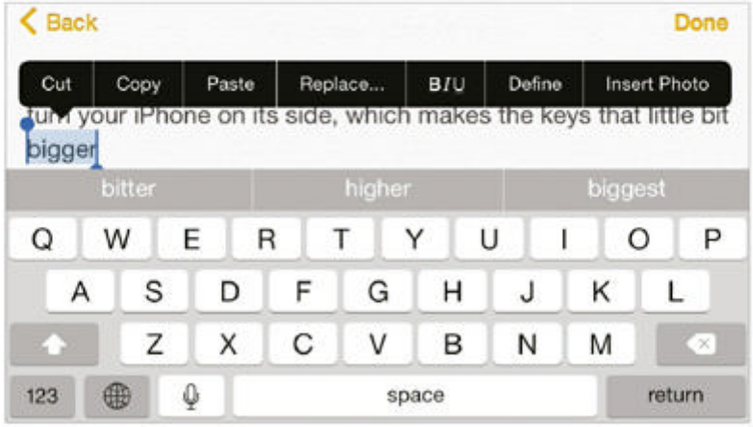
More characters

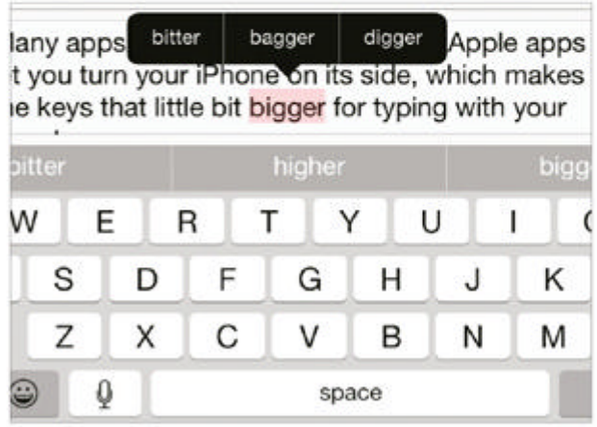
Numbers and punctuation marks are on a second screen, which you access by tapping the 123 key next to the spacebar. For additional punctuation and symbols, tap the #+= key on the second screen.

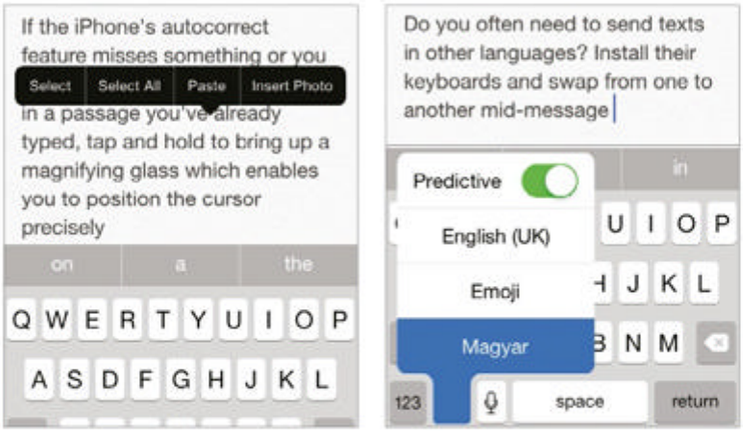
Slide to the right key

Didn't quite hit the right character? Keep your finger pressed down and just slide it over to the one you meant. In the

Double-tap a word to select it, and you'll get a pop-up menu of options (which may vary with the context or the app concerned). Select Replace… to see suggested alternatives. Tap the one you want, or tap elsewhere to keep what's there.





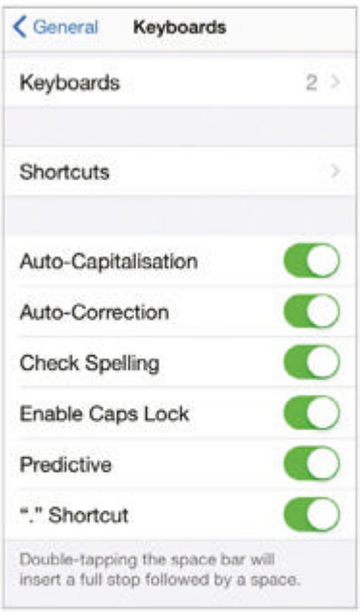


Tap within your text for the options to make a selection or to paste text you've previously copied. If you've installed multiple keyboards, tap the globe key to swap to the next, or tap-and-hold to pick from a pop-up.

same way, you don't have to tap the Shift key and then the character you want to capitalise: instead, tap and hold the Shift key and then slide your finger to the letter before releasing. This also works for typing characters from the second keyboard screen: tap and hold the 123 button to switch keyboards and then slide your finger to the correct symbol before releasing.

Alternative characters

If you tap and hold on some characters on the keyboard you'll see alternatives – accents for letters such as é and ç, and even more symbols on the second and third screens. For example, the hyphen key offers the alternative of an em-dash (–), while the full stop on the second keyboard screen gives the option of an ellipsis (…). Tap and hold on the pound sign to find dollar, euro and yen symbols; tap and hold on the quotation marks if you want proper typeset curly quotes.



Do you find yourself typing the same long phrase on a regular basis? Go to Settings > General > Keyboard > Shortcuts to define your own shortcuts that magically turn into whole phrases as soon as you've typed them.

Adding keyboards

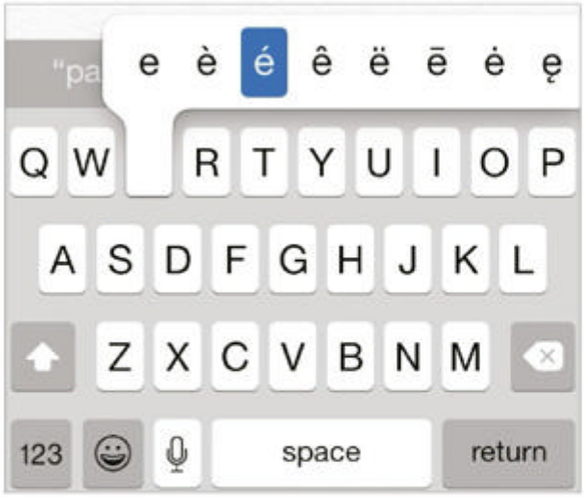
Need to type accented characters or foreign alphabets on your iPhone? You can add keyboards for other languages and quickly switch between them. Go to Settings > General > Keyboard > Keyboards > Add New Keyboard to activate them, then tap the globe icon that replaces the smiley in the bottom row of the keyboard to toggle between them, or tap-and-hold to view a list of all the installed keyboards and select one. The autocorrect dictionary will change to suit, but features like the predictive engine might not work in all languages.

Magnifying glass

If you need to position your cursor precisely in text – to correct a mistake or insert something – tap and hold on the text to bring up a magnifying glass and then slide your finger around to enlarge different areas as you move it.

Copy and paste

To copy and paste text, you can tap-and-hold, choose Select, then drag the blue handles at the start and end to highlight the block of text you want, or choose Select All to highlight all the text. Now tap Copy, then go to your target location or app, tap-and-hold again, then choose Paste from the menu that appears. The copied text will be inserted at the current cursor position. To replace some existing text, select it before pasting.



Tap and hold on a character in the on-screen keyboard to see alternatives. Slide your finger to the one you want, and then release to insert that character.

Selection tips

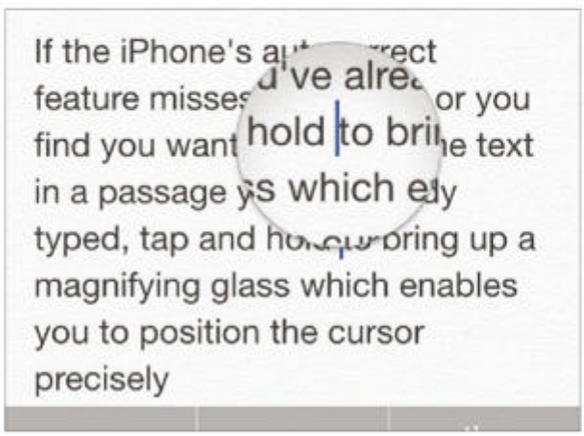
To quickly select a word, double-tap it. In some apps, such as Pages, you can tap three times in quick succession to select an entire paragraph, but this can be a bit hit-and-miss (you have to tap pretty precisely on a single spot) and it doesn't work in all apps.

Replace a word

When you tap to select a word you'll often see another option: Replace. Tap this and you'll see some suggestions for alternative words. Not all apps support this, though, and the suggestions aren't always much use. In the same way, you can often choose Define to get a quick explanation of the highlighted word.

Clearing text fields

Keep an eye out for the x symbol in text fields (such as in Safari's web address field): instead of tap-tap-tapping the Delete key to clear text, you can just tap this symbol to clear all the text at once. Alternatively, many text fields automatically clear when you start typing after tapping on them.



Tap-and-hold in your text, and a magnifying glass will pop up to help you position the cursor more precisely.

QuickType word suggestions

Type with confidence using predictive text

SKILL LEVEL
Anyone can do it

IT WILL TAKE
A few minutes to learn, and longer to adapt

YOU'LL NEED
iPhone, iOS 8, an app that allows free-form text entry

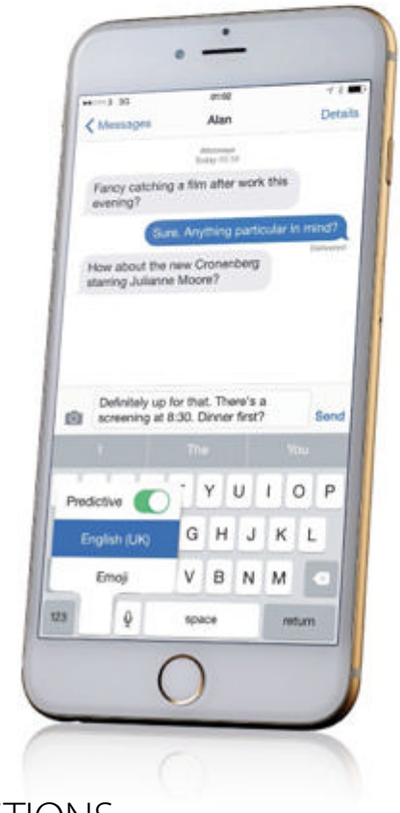
Being able to write anything from short text messages to long documents on an iPhone can be liberating, but the small keyboard does come with risks. Perhaps you're familiar with the website Damn You Auto Correct… If you find yourself typing slowly to avoid such embarrassing situations, QuickType may restore your confidence and speed.

QuickType is Apple's take on predictive text. Above the keyboard, a bar displays up to three words or phrases it thinks you might type next. These are re-evaluated with each character you type. Apple says that QuickType learns from your previous conversations and writing style, the app you're using and, in apps like Mail and Messages, who you're communicating with.

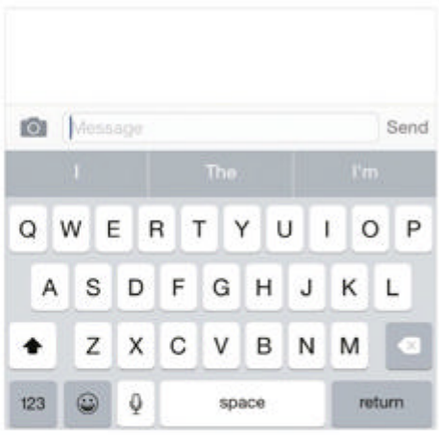
Suggestions should be more formal when you're messaging a colleague about a meeting, and casual when replying to a friend's invitation to meet up. It's even smart enough to offer likely answers when you're asked a question.

To free up space, you can hide suggestions by swiping down from one. Swipe up from the thin bar that results to get suggestions back. QuickType can also be disabled altogether in Settings > General > Keyboard > Predictive.

Apple says that QuickType learns from your previous conversations and writing style

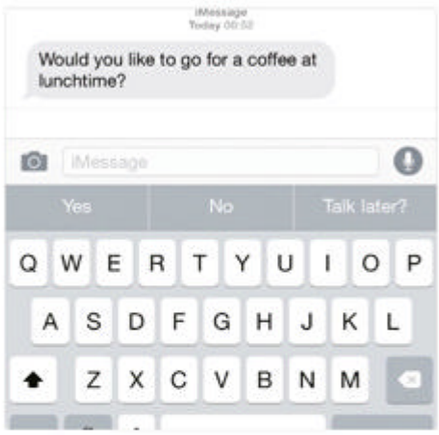


HOW TO | USE QUICKTYPE SUGGESTIONS



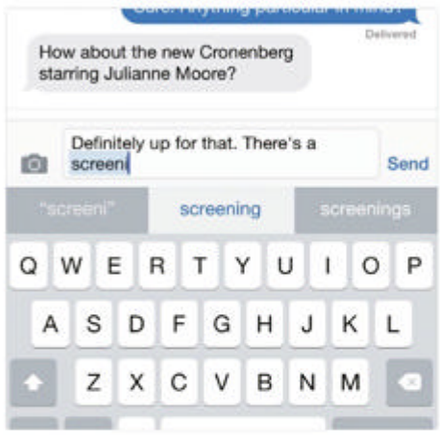
1 Reveal the keyboard

Tap somewhere that accepts text input to make the keyboard appear. Above the keyboard should be a grey bar with three suggested words – even before you type anything. Note that this bar doesn't appear everywhere you can type. You won't see it when adding recipients' names to an email, but it will be available when writing the body of an email and other free-form text.



2 Suggested words

When a message poses a question, QuickType offers appropriate responses. If none of the suggestions is what you want, just keep typing and new ones will appear. You may end up typing the whole word. Tap a suggestion to complete that word and to add a space after it. If the word you tapped is the end of a sentence, double-tap the space bar to add a full stop.



3 QuickType subtleties

Tapping the suggestion in quotes (the one on the left) finishes the word exactly as you typed it and adds a space. Sometimes one of the suggestions will appear in blue type against a lighter background than the others. You don't even need to tap this word to select it. Just type a space and it will be automatically completed and, once again, a space will be added after it.

Technology Tips Guide

OS X YOSEMITE

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Master iPhone 6's Settings

Configure your apps and customise your iPhone 6

Apple has been criticised for being too controlling over everything to do with the iPhone, and the critics do have a point: Apple keeps a firm grip on what apps are made available and, if you're used to the way things are done in the world of Android devices, you may well miss the variety of widgets you can choose to install and the freedom to customise your Home Screen layout.

If you're switching from Windows Phone, you might miss the option to move and resize your Live Tiles; by comparison, the iPhone's Notification Centre is pretty inflexible. However, there is a respectable range of things you can do to customise your iPhone.

For a start, you can change how it looks by choosing new wallpaper for your Home Screen and Lock Screen. The two can be set independently of each other, too. You can change how it sounds by setting which events trigger a sound and what sound will play for each. If you want, you can assign a unique ringtone for each individual Contact, so you know at once who's calling you – turn to page 30 for detail on how to do this.



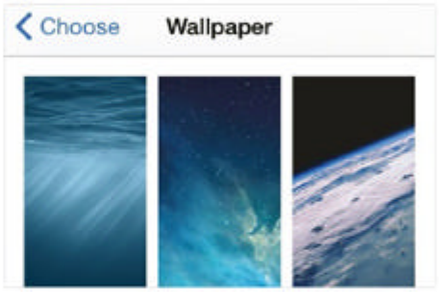
You can create multiple Home Screens and rearrange the icons on any of them: just tap and hold on any icon until they all start 'jiggling', then drag them wherever you want. Drag one to the edge of the screen to flip to the next Home Screen, then tap the Home button when you're finished. You can also organise your apps into folders, and create shortcuts to favourite websites.

Personalise your iPhone

Most importantly, you can use the Settings app to set things up the way you want them and configure many of your apps – for example, you can change what happens when you tap the left-hand margin in iBooks.

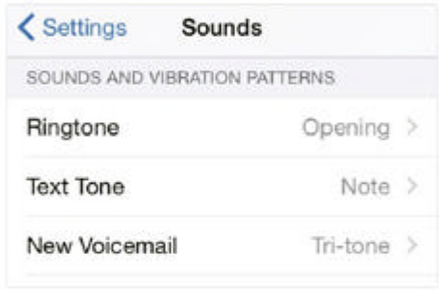
In this brief visit to Settings you've probably noticed that it contains a vast number of other important security options and app-specific customisations. When you install more apps, they usually get added to the list. Here we'll give you just an overview of the iPhone's Settings app. To find out exactly what it can do, try it out for yourself! Remember, most settings are on/off affairs, so it's easy to go back to the old setting.

HOW TO | PERSONALISE YOUR iPHONE



1 Change your wallpaper

Tap Settings > Wallpaper, then tap 'Choose a New Wallpaper'. You can choose from a range of still images or dynamic screens supplied by Apple, or use any of your own images – scroll down, tap an album, then the image you want; pinch to zoom in and drag to move it around if you wish. Tap Set, then Set Lock Screen, Set Home Screen or Set Both.



2 Configure the sounds

As well as ringing when a call comes in, an iPhone can play sounds when certain events happen (receiving emails, tweets and so on). To set what triggers a sound and what sound plays, tap Settings > Sounds. Tap each event in the list and set a ringtone or alert tone, if any, for it, and/or a vibration pattern. You can even drum in a unique custom vibration pattern for each.



3 Customise signatures

Want something more distinctive than the standard 'Sent from my iPhone' appearing at the foot of your emails? Tap Settings > Mail, Contacts, Calendars > Signature. If you've got more than one email account, you can choose to set a different signature for each by tapping Per Account or the same for all your accounts by tapping All Accounts.

HOW TO | SEE WHAT'S WHAT IN SETTINGS

1 Connectivity info and options

Tap Settings and the first group of controls you see are those relating to your iPhone's various network connections. Here you can switch to Airplane Mode, which disables all the phone's radio and network activity, and turn Bluetooth on or off; you can also do both these things in Control Centre (see page 36). Tap Wi-Fi if you want to connect to a new wireless network – you'll need to select it and enter its password, but only the first time you connect to it; after this, your iPhone will recognise it and join it automatically when relevant.

Tap Mobile to set various options relating to using mobile phone (cellular) networks for data, view your usage statistics, and enable 4G (assuming your contract enables this). You'll normally leave Carrier set to Automatic; for information on Personal Hotspot, see page 76.

2 Notifications and controls

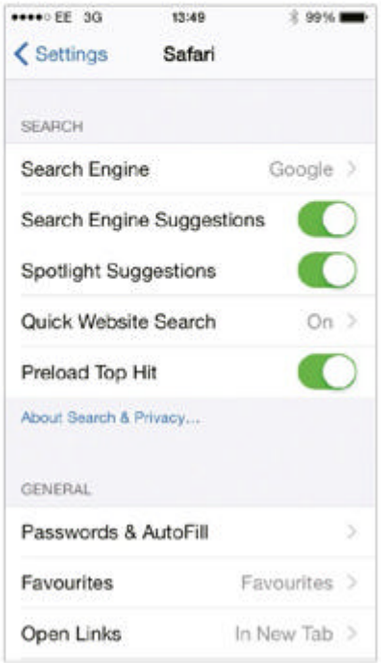
In the next group of options you can configure Notification Centre to choose which apps can send you alerts and how they do so – see page 42. You can set whether Control Centre can be accessed on your Lock Screen and within apps – see page 40.

3 General settings

Tap General to access a miscellaneous collection of configuration options for everything from the voice used by Siri, your iPhone's built-in voice-activated 'personal assistant', to the formats you prefer for the date, time and keyboard. We'll look at many of the options under the various headings here in due course. You can also tap Reset to revert various settings to their factory defaults should you need to do so (but this can't be undone, so be sure you want to do it). The Privacy options give you control over which apps can access personal data; they also work in tandem with Settings > General > Restrictions.

4 Apple app settings

The next group enables you to configure the 'built-in' apps and services, plus some other Apple apps that don't come pre-installed but appear here when you add them to your iPhone, such as iBooks, iTunes U and Podcasts. You can set a vast range of preferences – too many to go into here. We'll look at many of them when we look at individual apps, but it's worth taking the time to work your way through them all and set everything to your liking. You can change anything again at any time.



Set your preferences for your apps in Settings. Tap a switch to change it from On (green) to Off (grey) or vice-versa; tap an option with a right-pointing arrow to change the current setting displayed or configure more detailed settings, such as whether Safari will enter passwords and credit card details automatically.



Tap Settings > General > Accessibility for a wide range of options designed to make iPhones easier to use for anyone with sight, hearing or motor problems. Some options, such as Increase Contrast and Reduce Motion, make things clearer for all; others, such as VoiceOver, change things for the worse!

5 Social networks

Next come the standard social networks with built-in support in iOS. Tap each to sign in or create an account; if you haven't yet installed the relevant app, you can simply tap the handy Install button. Once you've signed in, you can upload pictures to Facebook, share a link via Twitter, and so on, direct from the app you're using by tapping the Share button within that app.

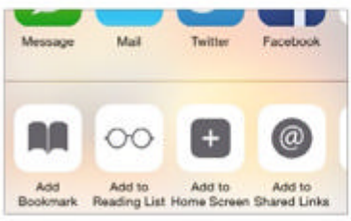
6 Other apps

Finally, there are the other apps you've installed, including Apple apps such as iPhoto, iMovie, Pages, Numbers and Keynote. The options available vary from app to app – the BBC iPlayer app, for instance, doesn't actually give you any preferences to configure here, but just displays its version number; the only option available, to use higher quality downloads, is accessed by tapping More within the app. More commonly, some apps don't appear in the Settings menu but instead give you access to their options and preferences from within the app – look for a Settings button or cog icon.

Home Screen shortcuts

We've all got favourite websites that we look at regularly, and it's easy to create shortcuts to make it faster and simpler to visit these anytime.

In Safari, go to the site you'd like to add. Once it's finished loading, tap the Share button at the bottom of the screen, then tap Add to Home Screen. Enter a short name, then tap Add. A shortcut to the site, with the name you gave it, will appear on your Home Screen. This works just like an app icon: simply tap it to open Safari and go straight to the site. (You can reposition or remove the icon, too, just like any other.)




O2-UK
9:52 pm
78%
bbc.co.uk
A A
Clear skies reveal water on distant Neptune-sized planet
Artwork: The exoplanet HAT-P-11b is four times the size of Earth, or about the same size as Neptune
A cloud-free atmosphere has allowed scientists to pick out signs of water vapour on a distant

iPhone 6 MADE SIMPLE

Get connected

Let the iPhone 6 connect you to a wider world of information

54 **Read and send email**
Get to grips with the Mail app and become the master of your inbox

56 **The Contacts app**
Create the ultimate address book and keep your friends, family and colleagues organised

58 **Customise your contacts**
Set up, organise and customise contact details for friends and colleagues

60 **Stay in touch, with WhatsApp**
Message, chat, send photos and videos – all for free with this popular app

62 **Using the Calendar app**
Make a note of major events and appointments and sync them across all your devices

64 **Surf the internet with Safari**
Discover the secrets of the iPhone's browser and become a wizard of the world wide web

66 **Extensions in Safari**
Take your web browsing to the next level by finding and installing extensions

68 **Using iCloud Drive**
How to use Apple's next-generation cloud service, currently available in beta form

70 **Setting up iCloud Keychain**
Keep all your passwords safe, secure and synched across your Apple hardware

72 **Share with AirDrop**
Sharing photos and documents with friends and colleagues is a snap with AirDrop

74 **Be more mobile with Handoff**
Start working on your iPhone, then hand off to a Mac running OS X Yosemite

76 **Get other devices online**
Use your iPhone's Personal Hotspot to get your laptop or iPad online

78 **Call and message forwarding**
How to make and take texts and phone calls on your other devices

80 **Manage conversations**
Get the most from the iPhone's Messages app and start sending texts and images

84 **Share music, books and apps**
How to use Family Sharing so every member of the household can enjoy the same content

86 **Stream music and video**
Your iPhone can deliver entertainment all around the house – and do it wirelessly

88 **Print from your iPhone**
With an AirPrint-compatible device, you can print from the comfort of your sofa

Read and send email

Write, read and reply to email messages using the Mail app

Even in this age of instant updates, Facebook, Twitter and texting, email is still king when it comes to communication, particularly in a business context. So if you're on the move but need to stay in touch, the ability to read and send email is one of the most important functions your iPhone can provide.

These days most of us have multiple email accounts and receive dozens (if not hundreds) of mail messages every day. Fortunately the iPhone makes it easy to manage and handle your email. It supports multiple email accounts and is easy to set up. The Mail app works with all the big names (including Google Mail, Outlook, and Yahoo) and, of course, it works with Apple's own iCloud mail service – all you need to do is set up an account.

All the accounts you add feed into a unified Inbox, which enables you to view all your messages in one place without having to check in multiple locations. You can then perform all the usual email tasks: reply to messages (from the appropriate account), forward them, flag them, move them to other folders or create a new message from scratch.

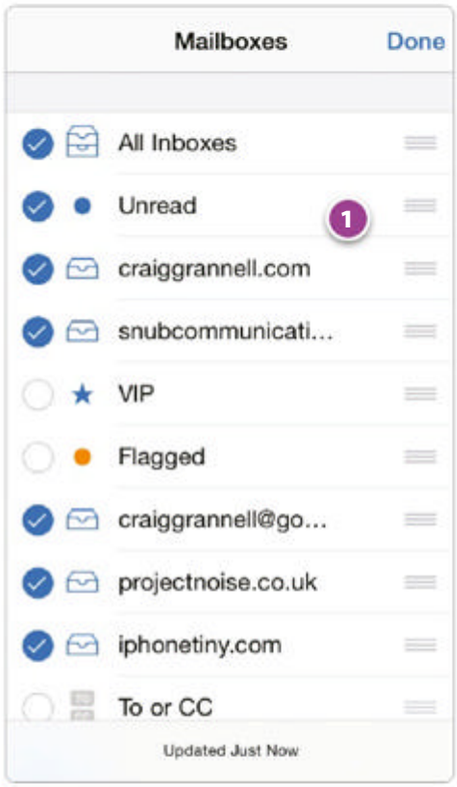
One handy feature in the Mail app is VIP messages. You can mark people as VIPs in the Contacts app, and any emails from these people then appear in a dedicated VIP Inbox (as well as in the regular inbox, where they appear with a star next to the message). This enables you to spot the really important messages among all the usual chatter.

Naturally, you can format your outgoing messages, add images or videos to them, save images and videos you receive from Mail to the Photos app, and even print out your emails should you need to do so, using any AirPrint compatible printer you have access to (see page 88).

Let's take a look at how it all works on your iPhone…

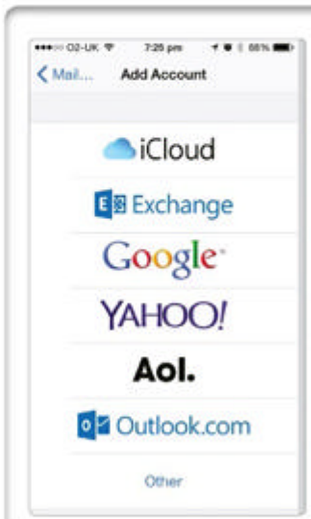
1 Mailboxes

The Mailboxes screen displays your accounts. You can change the item display order and which mailboxes are shown by tapping Edit and dragging drag bars or tapping tick marks. 'VIP' groups messages from people tagged VIP in Contacts, and 'Unread' groups messages you haven't yet read. Tap Done to confirm your choices.



2 Messages

Tap a mailbox to see a scrollable list of messages within. Unread messages have a blue dot; all messages display the sender's name, the email's subject, a two-line preview, and the time the message was sent. Messages that are part of a thread are denoted by a double chevron (>>). Tap a message or thread to read it.



Setting up accounts

To set up a new account, tap Settings > Mail, Contacts, Calendars, then Add Account. Pick the service you want if it's in the list (such as Google) or tap Other, then fill in the Name, Email, Password and Description fields. Now tap Next, decide which services you want (Mail, Contacts, Calendars and Notes) and finally tap Save.

3 Reading

When you tap to read a message, you'll see a selection of thread and action controls, covered elsewhere on these pages. Also, you can tap a contact to view their details, and tap-and-hold any images or attachments to save or perform relevant actions on them. Additionally, if a contact's details differ from those stored in the Contacts app, you'll be given the option to add them via a toolbar displayed above the message details.

4 Navigating Threads

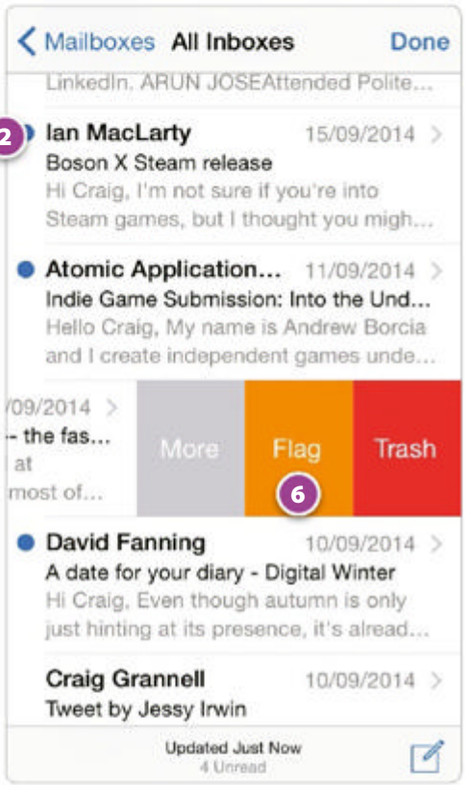
Messages with replies are organised into Threads, combining the messages and replies into a list. Messages with Threads have a double-chevron (>>) next to the timestamp in the email list. Tap the thread and you'll see under the toolbar its subject and message count. Tap an individual message and it will open as normal, but you'll also get Up and Down arrows at the top right of the screen, to navigate the thread.

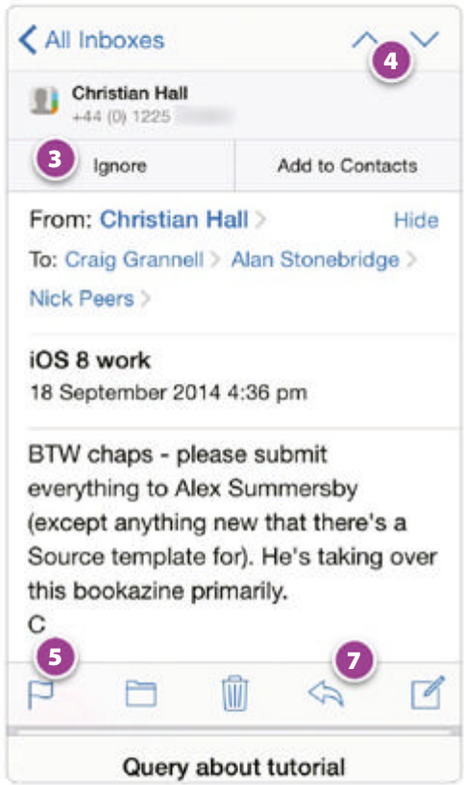
6 Managing messages

In message view, tap the trashcan to move the current email to your Trash folder. (Some services replace this option with 'archive'.) Shake to undo if you change your mind. Use the folder icon to move the email to a different mailbox. In mailbox view, drag from the right to access More, Flag and Trash buttons. Alternatively swipe quickly to the far left to instantly delete a message.

7 Replying to messages

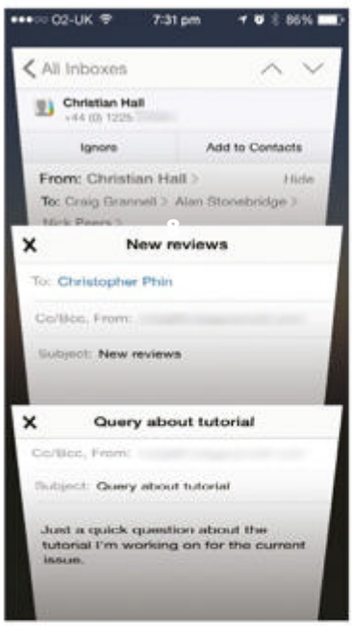
To create a new message, tap the pen-on-paper icon. To reply to the current message, tap the arrow icon and select Reply. Fill in the To and Subject lines. Tap Cc/Bcc to access copy/blind copy fields (Bcc being for when you send a group email but don't want everyone's addresses visible). Tap a blank space and the right-hand arrow to access image insertion options.





8 Working with drafts

Email drafts are new to iOS 8 – when you reply to an email, it no longer takes over the screen. To peek at the email you're replying to, drag the reply's toolbar downwards and it will be stashed at the foot of the screen. Tap the stashed message toolbar to open the reply again. If you've got multiple drafts stashed, tap the front-most one to view a fan of drafts, akin to Safari tabs. Select one to continue working on it. You can delete any draft by tapping the 'X' close button in its top left. Drafts stay stashed until you send or cancel them, enabling you to browse around mailboxes before completing and sending messages.



5 Using Flags

You can highlight important emails by attaching Flags. To mark an important message, tap the Flag button at the bottom left, and choose whether to flag, mark as unread or mark as Junk. An orange circle will appear next to the message to mark it; a new mailbox will also appear called Flagged, which shows only messages that you've flagged.

Settings & signatures

By default, your iPhone will append the phrase 'Sent from my iPhone' to the end of each email. If you want to turn this off or change it to something a little more personal, tap Settings > Mail, Contacts, Calendars and scroll down to Signature. Tap 'Sent From my iPhone' and either delete the text or add your own.

If you use multiple accounts you can even set up multiple signatures. Tap Per Account and you can enter a different signature for each account you have.

The Mail, Contacts, Calendars settings screen also has a range of other options available. It's worth taking time to set up the Mail app to your own preferences.

The Contacts app

Create the ultimate address book and sync it across iOS devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8



The Contacts app and settings in iOS make it easy to access and organise your address books. You can import details from various sources, then find people from any group, quickly create a correctly addressed email, and more.

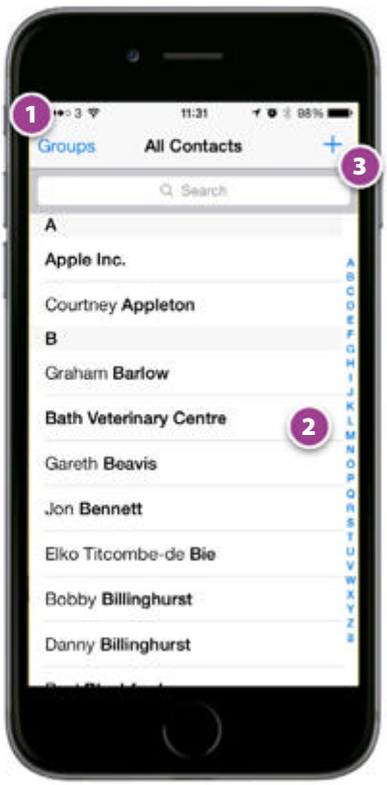
You can add contacts directly on your iPhone or sync them over the internet, using various services. If you're using iCloud, you can sync with your computer and iPad just using your Apple ID. If you use Google Contacts or lots of other online services, you can keep your contacts in sync using them – in Settings you can choose to include those contacts.

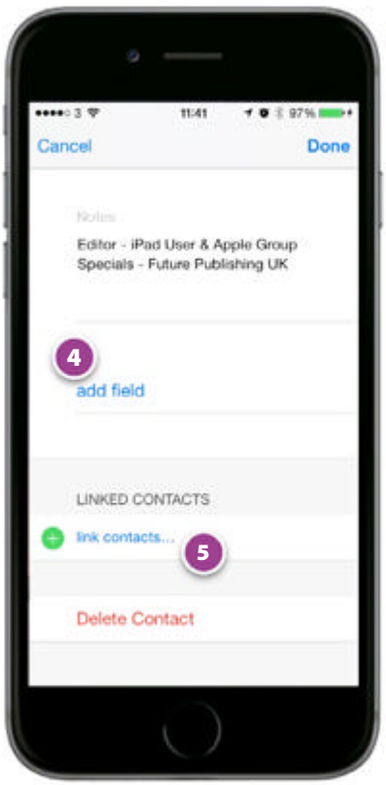
Contacts is integrated with Facebook, enabling the Contacts app on all your devices to be populated with information from Facebook, including birthdays and photos. This means that email addresses or phone numbers that you're missing can be added in automatically by iOS, with barely any effort from you. The Contacts app also syncs with Twitter, pulling through people's Twitter handles, and again bringing in photos of them.

As we mentioned, it's possible to sync contacts from a number of online services, including Yahoo and Windows Live (formerly Microsoft Hotmail) as well as a Microsoft Exchange, LDAP or CardDAV accounts: simply link to the account in question by tapping Settings > Mail, Contacts, Calendars > Add Account and then choosing the appropriate service. If prompted, make sure you opt to keep your existing iPhone contacts. You'll be able to view and search your third-party contact lists, and in some cases – specifically Yahoo and Hotmail – you can even edit, create and delete entries directly from your iPhone and then sync them with your online service. Look out too for an option to link entries, allowing you to combine duplicates into one, unified entry.

The Contacts app integrates with other apps and so makes many tasks faster, including sending emails and messages or initiating a FaceTime call (see step 6 opposite). You can tap a contact's address to view it in Maps. And, if you enter a contact's birth date and enable the option in the Calendar app, it will appear on your calendar too.

VISUAL GUIDE | CONTACTS ON YOUR iPHONE





Your quick guide to the Contacts app

Groups

1 When you combine multiple contact lists in the Contacts app you'll see this Groups flag – tap it to choose which contacts lists are shown.

All in order

2 Contacts are organised alphabetically – you can start typing in the Search bar to find someone or simply tap a letter to jump to that part of the alphabet. You can arrange names by first name first or last name first.

Edit me

3 Tap the + at the top right to create a new contact from scratch, or the Edit button to change any of the details for the person you're viewing (or to delete that entry). Tap Done when you're finished.

Lots of detail

4 In addition to address, mobile number and so on, you can add a contact's email address and Twitter user name, add notes, and assign that person a custom ringtone or even vibration pattern.

Linked up

5 When you've imported contacts from multiple sources, it's very common to find duplicate entries, but there's an easy solution – use the Link button when in Edit mode to combine duplicates into one single contact entry. Tap Link Contacts, then choose the duplicate entry from the list.

HOW TO | KEEP ALL YOUR CONTACTS IN SYNC



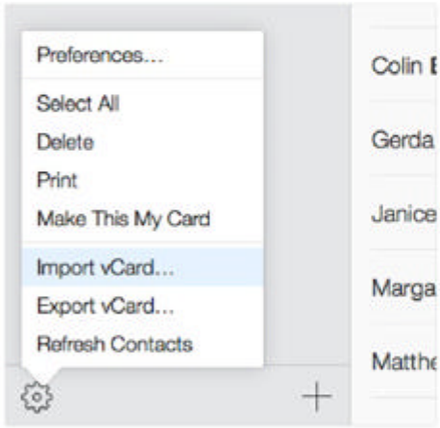
1 Get into iCloud

In previous versions of iOS, you could sync your contacts using a wired connection to iTunes on your PC or Mac. However, Apple now expects all syncing to be performed using iCloud, with the option removed in iTunes. When you set up your iPhone, you would have been prompted to create or enter your Apple ID. If you did so, you will already be set for syncing contacts between iOS devices (such as your iPhone and iPad), plus your Mac if you use one.



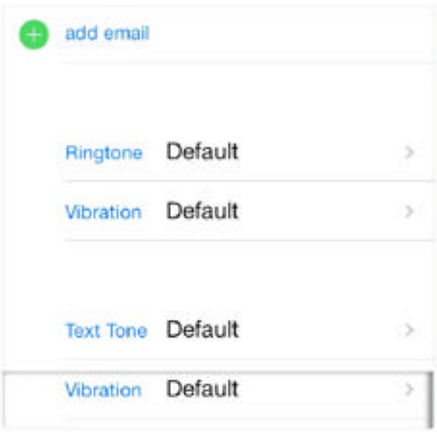
2 Other services

iCloud isn't the only option for syncing contacts over the internet, though. Open the Settings app and tap Mail, Contacts, Calendars. At the top, you'll see that your iCloud account is there, with the option to add a new account beneath. Tap it, and you'll see you can sync with many popular online services, including Google, Yahoo, and Microsoft Exchange and Outlook. Choose one, type in your details, and you can pull in your contacts from that service.



3 Import vCard contacts

If you have contacts stored in a service or application that can't easily sync online, you can always manually import your contact list into iCloud, provided you're able to export your contacts as vCards. When you have a vCard file, you can import it into iCloud from any PC or Mac by visiting iCloud.com and signing in. Go to Contacts, click the cog in the bottom left corner, then click Import vCard. Then just select the file. It will sync across your iOS devices.



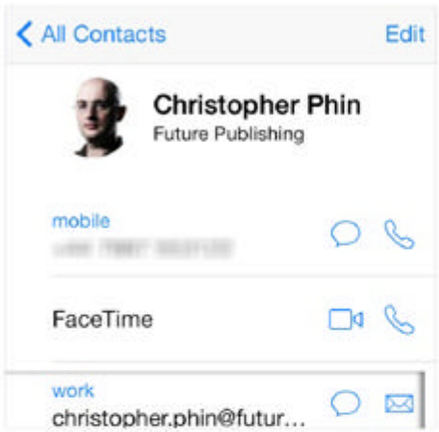
4 Edit a contact

To make changes to a contact's entry in the Contacts app, tap the name you want, then tap the Edit button in the top right corner. Scroll down for many more options, for example to assign the contact a custom ringtone or even a custom vibration pattern. Tap Add field if you want to add something that's not covered in the default list – there's lots more available than the fields you can initially see. You can also delete a contact in the Edit screen.



5 Add an image

Add a photo to someone's profile and it will be shown when they call you, and used in the Messages app next to their name. To add one, tap the contact's entry, then Edit and finally Add Photo. If you already have a pic of the person, tap Choose Photo, select the shot, adjust it to fit and tap Use. You can edit the photo by tapping it. Contacts automatically updates with Facebook or Twitter profile pics, though, so you may not have to do anything!



6 Stay in touch

When you tap on a contact, you'll see all your options; just tap one to trigger the default action (tap a phone number to call it, and so on). You'll also see symbols to the right of each class of information. This means there's more than one way to contact that person through, say, their phone number – so tap the handset to phone them, the camera to FaceTime, or the speech bubble to send a text. Some of these options will work only if the recipient also has an iPhone.

Customise your contacts

Set up, organise and customise contact details for friends and colleagues

SKILL LEVEL
Anyone can do it

IT WILL TAKE
25 minutes

YOU'LL NEED
iPhone, iOS 8, friends' contact details

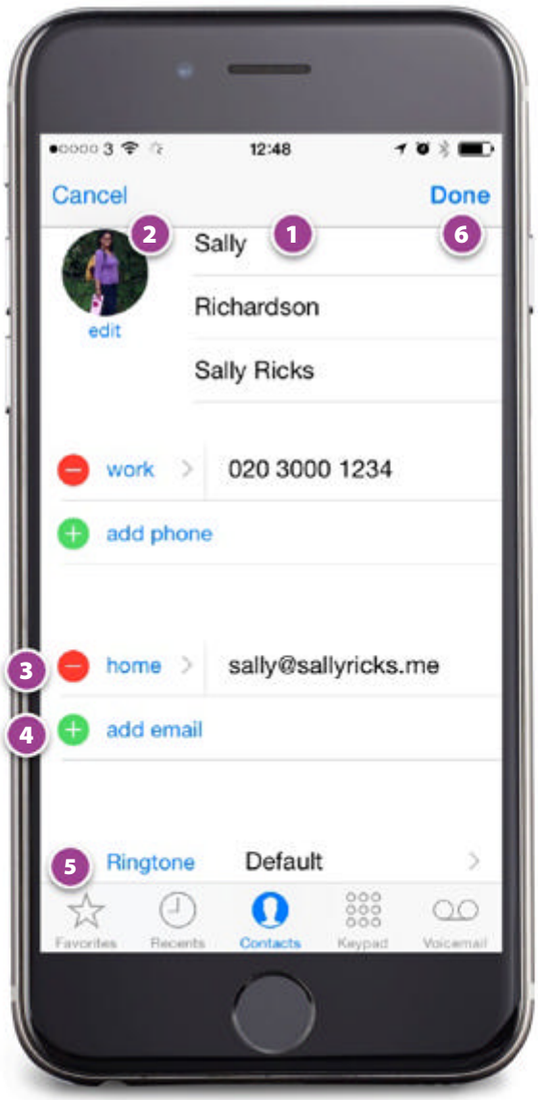


For most people, a new iPhone quickly becomes invaluable. You'll probably end up relying on it for day-to-day tasks, such as its calendar reminders, navigation and note-taking. And it will almost certainly replace your old address book, too.

Having all your contacts with you on your phone wherever you go means carrying one object instead of two. It's worth creating as complete a set of contacts on your iPhone as you can, and populating it with addresses and as much supplementary contact information – to make your life easier.

If you're migrating from another phone, you'll need to import your contacts. If you use Gmail, contacts from there will be imported to your iPhone when you set up the Gmail account on it, as long as you tick the Contacts option. If your old phone's SIM card fits your iPhone (unlikely, but you can cut down a standard-size SIM to fit an iPhone), make sure the contacts are saved to the SIM card, then place it in your iPhone. Then go to Settings > Mail, Contacts, Calendars and tap Import SIM card contacts.

HOW TO | CREATE CUSTOM CONTACT PROFILES



A new iPhone quickly becomes invaluable, really useful for day-to-day tasks

Add basic details

1 To add a new entry to your Contacts list, open the Phone app, tap Contacts, then tap the '+' option at the top right. Tap in the person's first and last names and then their phone number in the 'add phone' field.

Put a face to a name

2 Tap Add photo and your iPhone will prompt you to either take a photo or choose one from your iPhone's library. Once selected, you can change its scale using your fingers. When happy, tap Select to add the photo to the contact profile.

Assign labels

3 When you tap the Phone entry field, a red delete option appears next to it. To the right of the default 'home' option is a small arrow. Tap this and a list of labels appears, including work, mobile and main. Add custom labels by tapping this option in the label list and typing in a description. Tap Done to save the choice. To add another number, tap 'add phone' in the contact profile.

Multiple addresses

4 As with phone numbers, you can include several email addresses for a contact. Enter the first email address then tap 'add email' then the arrow next to 'home' to choose a label. Repeat the process if required.

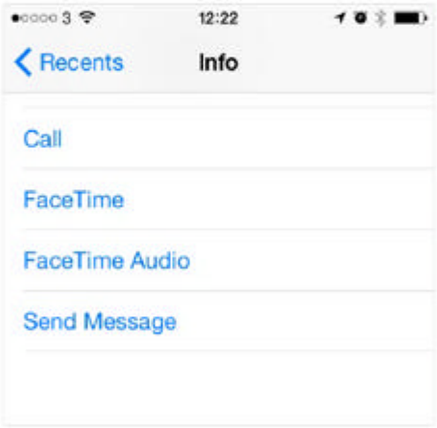
Set custom ringtones

5 Your iPhone includes a choice of 30 ringtones and 13 text tones. To assign a custom ringtone to someone tap their name in your Contacts list, tap Edit and tap either Ringtone or Text Tone to alter that setting. Tap a tone to preview it then tap Done to confirm your selection. If you find you can't change the default tone, go into the iPhone's Settings menu and tap Sounds and toggle off Lock Sounds.

Amend information

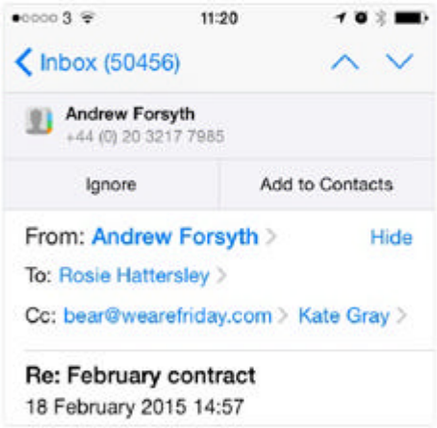
6 Tap Done to save your new contact's information. You can return any time and add or amend details. There are lots more information fields further down the screen including address and social media details. Tap the Edit option on the page to update details.

HOW TO | ADD TO AND ORGANISE YOUR CONTACTS



1 Turn calls into contacts

When you make or receive a call on your iPhone the number is automatically saved in your Recents call list. If you want to add it to Contacts, open the Phone app, tap Recents then tap the 'I' next to the number you want to save to your list. On the Info screen that appears you'll see options to Create New Contact or Add to Existing Contact. To add a new entry to your Contacts list, tap Create New Contact and type in the caller's name and other details. Tap Done to save the new entry.



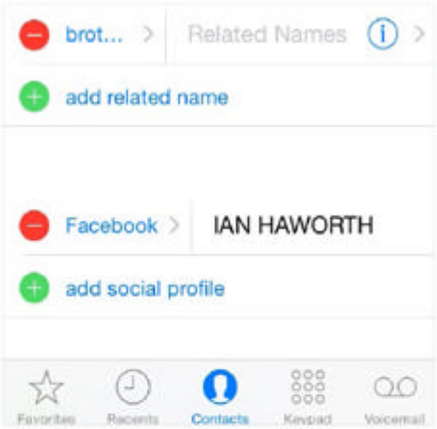
2 Adding to a contact

If the caller is already in your Contacts list you can add the new number to it. Tap Add to Existing Contact on the call Info screen. Your Contacts list will appear. Scroll down the list and select their entry. Their contact profile will appear and you'll see that the additional phone number has been added to it. If happy, tap Done to save it. The same process applies for emails. Tap the sender's name to see their email address, then choose Create New Contact or Add to Existing Contact.



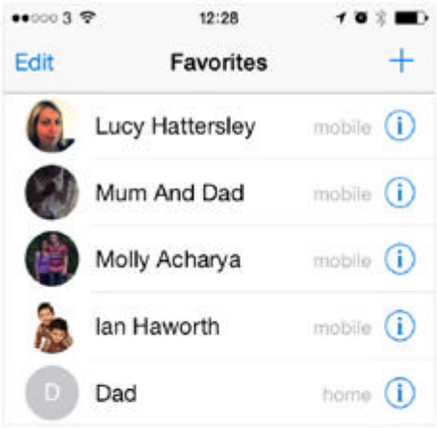
3 Share contacts

If someone asks whether you have contact details for a particular person you can easily share that information direct from your iPhone – no need to write it down. Tap the person's entry in your Contacts list then choose Share Contact. You can share the contact profile by Mail or Message. Tap the method you prefer, then select the recipient from your Contacts list. If the person requesting the information is a fellow iPhone user and close at hand you can also send them the contact via AirDrop.



4 Organising contacts

If you so wish, you can link people in your contacts list – so your sister-in-law is listed on the same entry as your brother, for example. You might also find it helpful to add related names to your profile so people know who to contact in an emergency. To add relationships go to the Contacts list, select an entry, tap Edit then scroll down to 'add related name'. Tap the word 'mother' to choose from a list of relationships, then type the contact's name beside it. Tap Done to save



5 Set up shortcuts

Rather than scrolling all the way through, you can jump up and down your iPhone's Contacts list using the vertical alphabet on the right. But to get to important contacts faster it's easier to assign them as Favorites. Tap the person's contact details, tap Edit them tap Add to Favorites. They will now appear in the Favorites list in the Phone app. To do the same for email contacts, click their name in the email header, scroll down their profile entry and tap Add to VIP or Add to Favorites (or both).



MANAGING GROUPS ON YOUR iPHONE

You can set up alerts for when you've received an email from someone in your VIP contacts list. Tap the Mailboxes list above your inbox to see current VIPs. Tap Add VIP to add someone from your list. Tap the 'i' next to VIP. Tap VIP Alerts to change the Notifications Center settings. The Mailboxes view also lets you amend Groups so you only see emails from specific inboxes – just untick any groups you don't want to see. You can show and hide Groups in your Contacts list too.

Stay in touch, with WhatsApp

Message, chat, send photos and videos – all for free

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, WhatsApp

The iPhone is a brilliant device for keeping in touch and keeping up with what's happening in the world. Because almost everything you do involves being connected, you can log on to social networks and just as easily keep up to date with news from friends in the US, India or Australia as you can with friends who live down the road. Facebook doesn't always suit the need to connect with friends, though. Sometimes you want to have a proper chat or discuss weighty matters of the day with a specific person.

"WhatsApp people?"

Calls using the iPhone's Phone app and FaceTime video chats are the obvious options here, but they certainly aren't the only means of calling friends and family. You can get connected via Wi-Fi using Skype or similar apps such as Truphone, or you can hold instant-messaging chats. Facebook has its own Messenger app for this, but it's not a patch on WhatsApp.

WhatsApp is a brilliant mobile phone app that you can use to chat with and message your friends for free. You can conduct group chats as well as simply calling someone for a one-to-one catch-up. You can also use WhatsApp to send photos and videos.

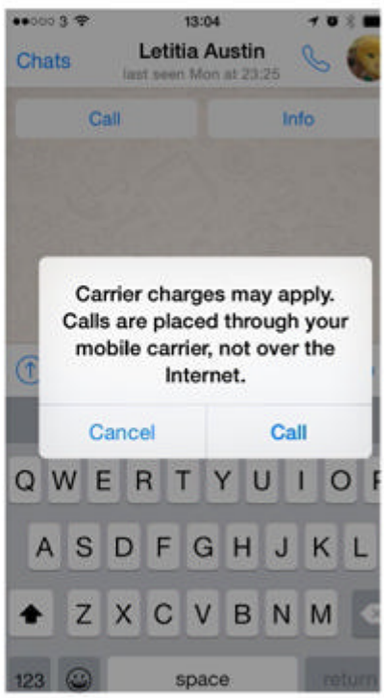
Of course, you can do this using the Phone app on the iPhone too, but with WhatsApp you won't get charged for sending messages. You can send and receive an unlimited number of messages, photos and videos for free. You'll get an on-screen alert or hear an audible one notifying you of a new WhatsApp message.

Another appealing feature is that you can exchange voice messages. This might simply be a good substitute for a voicemail. It's craftier than that though. Because WhatsApp creates an instant messaging connection between you and a friend, sending them a voice memo that they immediately listen to and respond to allows you to conduct a conversation of sorts.

Calls can also be made through WhatsApp, so if you receive a message asking if you're free to chat you can immediately respond by calling your friend. Calls aren't currently free though. At present tapping the Call option in WhatsApp simply routes the call through the standard iPhone app. This means that calls will either come out of your monthly allowance or be billed as normal. Wonderfully, this situation is set to change very soon. WhatsApp is already trialling a free phone calls service and it aims to launch the service internationally soon.

Once the free voice-calling feature is live, calls you make will work over Wi-Fi or 3G/4G, so they don't count towards your monthly call-time allowance. If you make a lot of calls using 3G or 4G, you might need to factor in how much data you're using, but WhatsApp says they'll ensure calls will use only limited bandwidth.

One possible caveat with WhatsApp is using it when you're travelling abroad. Most mobile operators charge users for sending and receiving messages while you're not in your home country. Because of this you'll probably want to restrict your use of WhatsApp to Wi-Fi when using it to send messages while overseas. However, if you pick up a local SIM card when abroad, there's a neat way of tweaking your WhatsApp settings so you can make calls over the cellular network too. You just need to change your settings so WhatsApp recognises your temporary number.



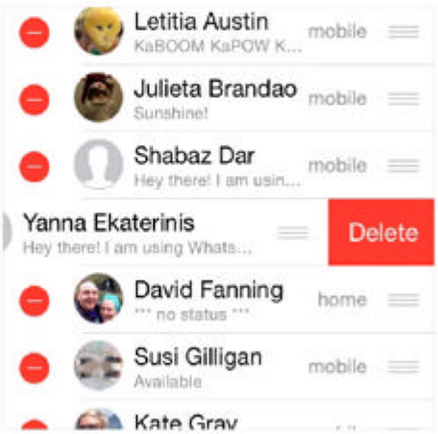
WhatsApp voice calls are currently routed through the Phone app, but a free calling feature is coming.



You can exchange unlimited messages, voice memos, photos and even videos – all for free – with WhatsApp.

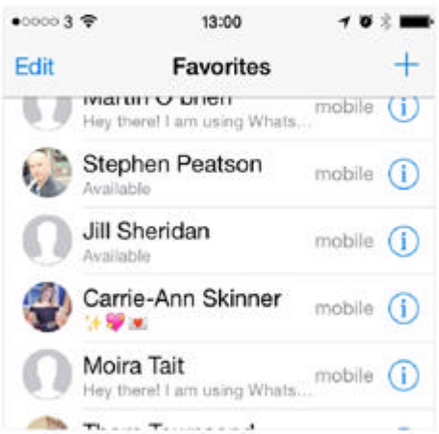
WhatsApp is a brilliant phone app you can use to chat with and message friends for free

HOW TO | GETTING STARTED WITH WHATSAPP



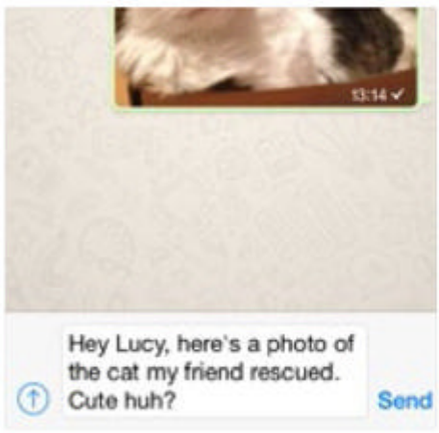
1 Adding contacts

When you download and open WhatsApp it automatically scans your iPhone Contacts list. You'll then see a message stating that all the contacts it has imported into WhatsApp have automatically been added to its Favorites list. To demote someone from Favorites to a standard contact, tap Favorites, then Edit, and you'll see a red delete option next to the name. Tap Delete to confirm you want to remove them from the Favorites list.



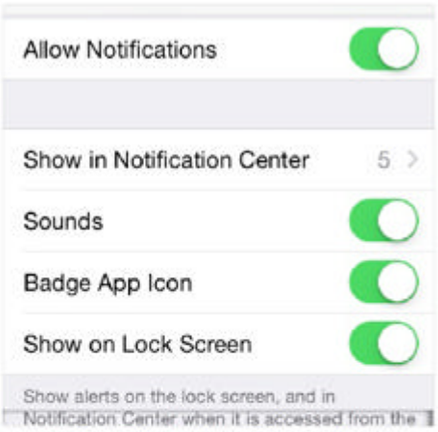
2 Inviting friends

WhatsApp only adds people to your Favorites list if they are already WhatsApp users. You can encourage friends to join by sending invitations. To do this, scroll down the Favorites list in WhatsApp. At the bottom you'll see the option to Invite friends to WhatsApp. Tap this message and you'll have the choice of Mail, Message or Twitter. If you tap Message your iPhone Contacts list will appear. Tap the names of anyone you'd like to invite.



3 Messaging friends

To send someone a message in WhatsApp, just tap their name in the Favorites or Contacts list. Type your message and tap Send. You'll see the time it was sent/delivered to the right of the message. To add a photo tap the camera icon next to the message field and tap OK to confirm WhatsApp can access your photo library. Choose a photo or take a new one. Add a caption if you wish, then tap Send. When your friend replies you'll see or hear an alert.



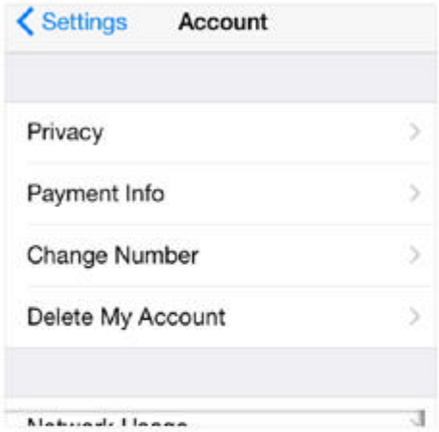
4 Calling from WhatsApp

To call someone using WhatsApp, just tap their name in your WhatsApp Contacts or Favorites list, then tap Call. The first time you try to call from WhatsApp, you'll see a message that the call is billed the same way as other iPhone calls. A free WhatsApp calling feature is planned but has not yet been launched. Next to friends' names you'll see their status. If this says Busy, Can't talk or In a meeting, obviously it's better to call them later.



5 Status and notifications

You can let people know whether you're free to chat using the Status settings. Either select one of the pre-written status options or tap Edit then type and save a custom one. You can change your WhatsApp notification settings too. Go to Settings > Notifications on your iPhone, then tap WhatsApp. Choose an alert type or tap Edit in the Notifications menu and drag WhatsApp to the Do Not Include section. Unread messages appear in the Chats section.



6 WhatsApp overseas

If your phone contract includes roaming in the country you're visiting, you can use WhatsApp messaging and calls as though you were in the UK. Most operators charge for messaging while overseas though, so it's best to disable roaming or use a local SIM card. Switch the SIM in your iPhone and check it can receive text messages. Now tap Settings > Account > Change Number in WhatsApp, then tap Next to switch to the new SIM and import Contacts.

Using the Calendar app

Get organised and stay on top of your to-dos with Calendar

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

Monday
10

Your iPhone's built-in Calendar app is a complete digital assistant that will sync with your different calendars, connected apps and other devices, keeping you on top of your life no matter where you are.

You can create multiple calendars, keeping work appointments separate from family commitments, for example, and share specific calendars with specific people – tap Calendars at the foot of the screen, then Edit to create a new calendar or share one. With iOS 8 Family Sharing, your family members can share each other's calendar, and Facebook events and birthdays can be synced to your Calendar as well. It's easy to do – just follow our step-by-step guide – and it means that you'll never miss a birthday, party or special event ever again.

The Calendar app is closely linked with Notification Centre, and the options for Calendar in Settings will help ensure privacy and security. Navigating around the app and creating new



events are easy, and with the Facebook integration you can call your Friends and contacts, email them and share information from within the Calendar app itself.

The default view is the current month; tap the year (top left) to view the entire year, then tap another month to view it. To view a week at a time, tilt your iPhone sideways; on iPhone 6 Plus you get a split-screen in both Day and Month view in landscape orientation. To view a day, tap it in either view. You can navigate from one day to another by tapping days in Month view or swiping to the right or left while in Day view.

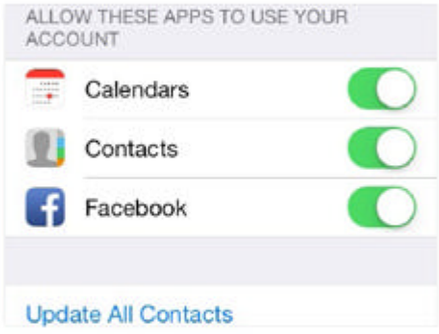
To add an event, just tap and hold on the time of the day you want, and the Add Event page appears so that you can enter all the details you want. You can link your iPhone calendar to your iPad, to your Google Calendars, Outlook, Windows Live and more. In short, the Calendar app gives you the most flexible way to organise your life – and on your iPhone, it's always with you.

HOW TO | INTEGRATE FACEBOOK WITH THE CALENDAR APP



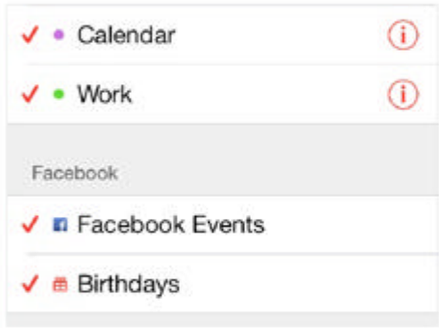
1 Install Facebook

Go to Settings > Facebook and follow the instructions. If you don't have the Facebook app installed on your iPhone yet, you can tap on Install in the top right corner and the app will now download and install on your phone. You will have to enter your Apple ID.



2 Sort your Settings

Once the Facebook app is installed, open it and log in to get it all set up, then go to Settings > Facebook and under 'Allow these apps to use your account', switch on Calendar and Contacts. Now tap Update All Contacts and the iPhone will sync your Facebook information.



3 See your Calendar

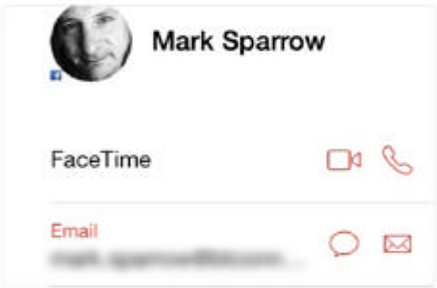
Open the Calendar app and tap the word Calendars at the foot of the screen. Scroll down to the Facebook section and you'll see Facebook Events and Birthdays ticked, meaning that any information you update in Facebook will be synced to Calendar and vice-versa.

HOW TO | WORK WITH THE CALENDAR APP



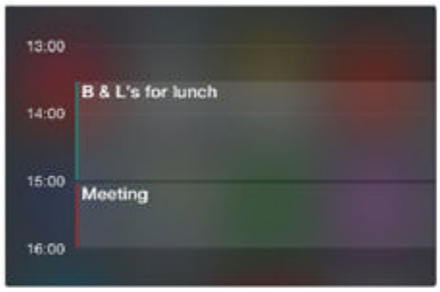
1 Find events

Once you've set up Facebook you'll see that all your contacts are now integrated with your Calendar. In Month view mode, tap the day to see what's happening, and scroll down to see your events (colour-coded, of course). Swipe left or right to go to a different day.



2 Stay in touch

Birthdays are displayed as all-day events. Tap the event, and a new screen will open with the person's contact information. Tap on any of the different ways to get in touch with them. Scroll down and tap Share Contact to send their details as a .vcf file to someone else via email.



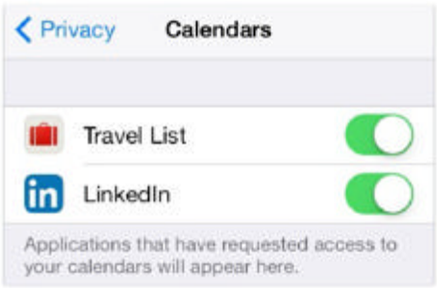
3 Notification Centre

When you pull your notifications down from the top of any screen you'll see today's date as well as your list of appointments with their due dates/ending times. This is very helpful for a quick glance over your upcoming events for the current day.



4 Setting it up

Tap Settings > Mail, Contacts, Calendars and scroll down to the Calendars options. Here you can set which calendar is your default calendar, choose whether to get alerts of new invitations and changes to Shared Calendars, specify your default alert times, and more.



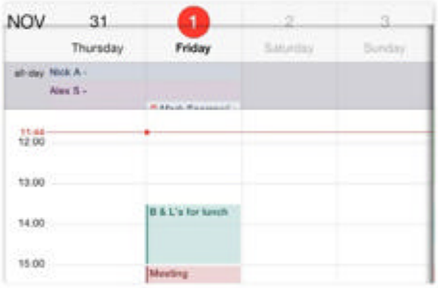
5 Privacy Settings

In Settings > Privacy you can determine which apps have access to your Calendars. Tap Calendars to see what apps have requested access and ensure all is as it should be. You can turn these on or off as you wish by tapping the slider switch beside each one.



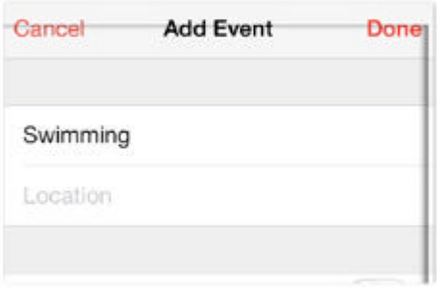
HIDE CALENDARS

If you're finding life a bit too cluttered and want to view only one calendar at a time, tap Calendars and then tap the left of each calendar to unselect it. Calendars with a tick beside them are activated and those without a tick are not.



6 On your side

To see a week view in the Calendars app, simply turn your iPhone sideways. You can now scroll through the days by swiping your finger left or right. Use your finger to scroll up and down the page to see different times of the day. To add an event, press and hold on a time.



7 Add an event

You can also add an event by tapping the + sign at the top-right in any view – this way you can add an event for any date without having to navigate to it. When you choose Add Event, the Title field in the box is selected and the keyboard appears so you can start typing.



8 Colour and share

Colour-coding appointments will make your life easier. Tap Calendars at the foot of the screen. Calendars that can be edited have an **i** to their right (Google Calendar uses default colours from the site). Tap this and you can pick a colour or invite someone to share that calendar.

Surf the Internet with Safari

View web pages using the iPhone's impressive browser

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

The iPhone's always been great for surfing the web, and Apple's mobile version of Safari just keeps getting better. The browser boasts a sleek, efficient interface, which goes almost fullscreen the second you scroll (flick downwards to get the toolbars back), and also makes it easy to find content, via powerful web and in-page searching.

Articles you don't have time to peruse can be stashed for later, favourite sites can be bookmarked and shared, and you can subscribe to sites you love, so that you never miss an update. For sites you visit daily, shortcuts can be added to your Home Screen by tapping Share and selecting Add to Home Screen. Most sites provide an app-like icon, meaning the shortcuts look perfectly at home among your apps.

As of iOS 8, sharing also goes much further, optionally integrating with other apps, meaning you can directly share to Pinterest from Safari or sign into websites using 1Password. The update brings many other great changes, too. For instance, tap the address bar and then just above it and you get a Request Desktop Site button, for when the mobile experience isn't good enough. In Settings, the privacy-friendly DuckDuckGo can be set as your search engine. When paying for items, Safari can now 'scan' your credit card using your iPhone's camera – and those pesky ads that automatically redirect to the App Store have been put down. Everything's also a bit faster, and a touch more modern, with Safari supporting the most current of web technologies.

In short, Safari on iOS 8 provides the best mobile web experience we've ever known. Let's see how it all works…



Shared Links

To access the Shared Links feature, tap on the Bookmarks icon in Safari and then tap the Shared Links tab (represented by the '@' symbol). By default, the tab will show links shared via any Twitter accounts you've set up in Settings > Twitter. Very handy. But it goes further…

Visit any website that regularly updates, such as a blog, then return to the Shared Links tab and tap Subscriptions. If the site has a feed you can subscribe to, Add Current Site will be in blue. Tap this to add the site to your list. Headlines will then be displayed; tap any entry to view the associated web page.

1 Visit websites

At the top of the screen is the Unified Smart Search Field, into which you can type a URL (such as www.apple.com) or a search term, then tap Go. During searches, Safari will attempt to provide intelligent results for locations, iTunes content or Wikipedia articles. Also, try visiting a site and performing a search. Then next time you'll be able to search directly from the Unified Smart Search Field: just type the URL, a space, then your search term, and tap Go.

2 Text searches

One neat trick that some people overlook is the ability to search through the text of a page using the Unified Smart Search field. Enter a word and scroll down to On This Page. Tap the Find "word" panel and Safari will highlight in yellow all instances of that word on the page. You can move through matched words using the Next and Previous Match buttons in the bottom left, or enter a new search term in the search field in the bottom right of the screen.

3 Saving images

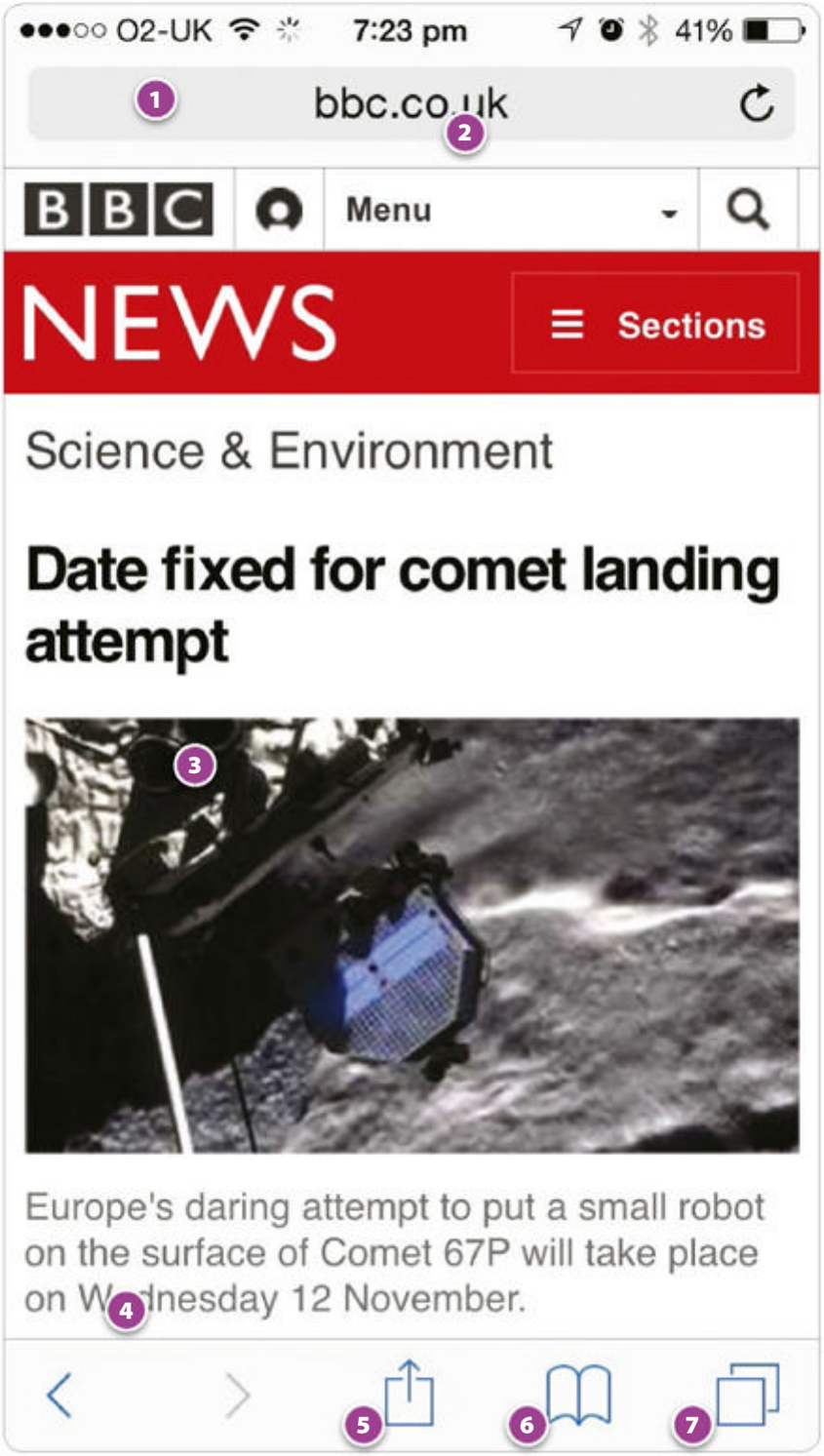
You can save images from Safari by tapping and holding on them until the menu appears; now choose Save Image and it'll be sent to the Photos app. Return to your Home Screen and open Photos to view the image in your collection. You can share the image on Facebook, Twitter or Flickr by tapping Share.

4 Navigating web pages

Flick your finger up and down to scroll up and down through a web page. You can use the pinch-to-zoom gesture to zoom in on text and images, or double-tap a part of the screen to intelligently zoom to that element. Simply tap on links to open them, and move back and forward using the icons at the left of the menu bar at the foot of the screen. Tap and hold on links to bring up a menu with options such as 'Open In A New Tab' or 'Add To Reading List'.

5 Adding bookmarks

To bookmark a page, tap the Share button and select Bookmark. By default, Bookmarks are added to Favourites (the grid of icons you see when opening a new tab), but you can select an alternative location. Tap Save to bookmark the page. A faster way to add a page to your Favourites is to tap the URL, tap the clock, then tap Add to Favorites. Saved bookmarks can be browsed by tapping the Bookmarks icon, and managed/deleted using the Edit button.



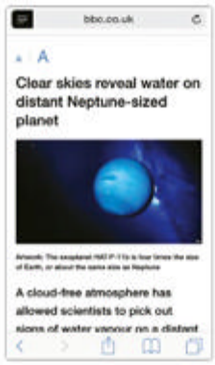
6 Set up a Reading List

Safari Reading List is a great way to keep track of articles that you want to read at a later date. Tap the Share button, then Add to Reading List to add the page to your Reading List. Now tap Bookmarks, then the Reading List icon (it looks like a pair of glasses). As you tap items in your reading list they'll disappear from the list; you can see items you've already read by tapping Show All at the bottom right of the screen.



Safari Reader

Safari Reader is a great way to view a web page without distractions (such as flashing adverts or animated graphics). To view a page in Reader mode, tap on the Reader icon just to the left of the web address in the Unified Smart Search Field – the icon looks like four horizontal lines. When you've finished, tap the Reader icon again to return to the standard page view.



7 iCloud Tabs

iCloud tabs show web pages open on other devices linked to your Apple ID. Tap the tabs button and then scroll down to see the list. Tap anything in the list to open it. You can also remove an iCloud tab by swiping from right to left and tapping Delete.

Share via AirDrop

You can share pages wirelessly with other iOS 8 users using the AirDrop feature (see page 72). Swipe your finger up from the bottom of the screen to open Control Centre, and tap AirDrop, then Everyone (or Contacts Only to be more selective). Now in Safari tap the Share button, and anyone nearby with AirDrop turned on will appear in the Action sheet. Tap a person and they'll receive an invitation to view the page.

Extensions in Safari

Do more on your iPhone with extensions

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, an app that provides a Share or Action extension



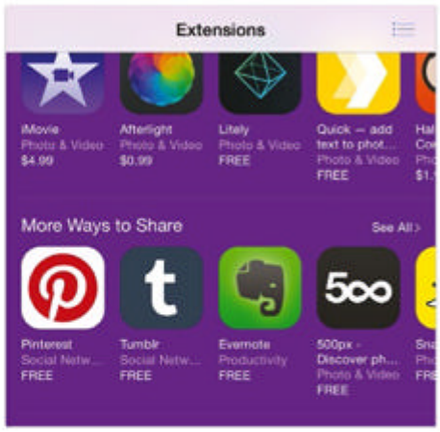
A long-standing complaint about iOS is the tight degree of control that Apple exercises over what apps are able to do. Those restrictions have been relaxed in iOS 8 to allow apps to extend the system's capabilities in carefully defined ways. This means you aren't reliant on Apple adding support for a particular social network to be able to share something directly to it, and kludgy workarounds such as special bookmarklets that send a web page to an online service are no longer necessary.

Extensions enable photo-editing apps to make filters and tools available within the Camera and Photos apps. Information from apps can be displayed in widgets in Notification Centre's Today panel, and acted upon from there. New keyboards enable entirely new input methods to be used, which can make life easier when typing into forms, for example. But it's the aforementioned ability to share a page to new places and perform new actions upon it, such as translating it between languages, that is particularly relevant in Safari.

Here we'll look at where to find some of the most popular apps that add extensions, plus how to activate and manage them.

Extensions mean you aren't reliant on Apple adding support for new social networks

HOW TO | FIND EXTENSIONS



1 Finding extensions

There's no Extensions category in the App Store because apps of all kinds include them. Apple showcases good examples at tinyurl.com/iosextensions. If you have a recent version of something there, you also have its extension, but you may not like an extension forcing its way onto the sheet that appears when you tap a Share button, so turning it on is left to you.



2 Extensions for sharing

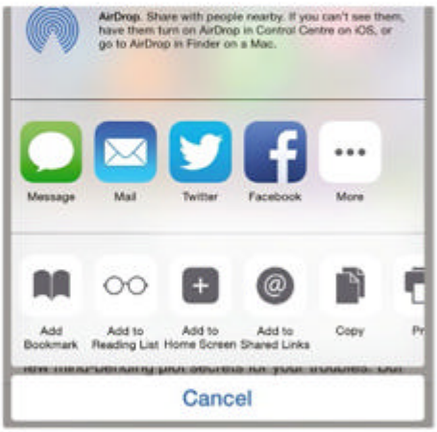
Apple's curated selection is organised by the types of extension. Scroll each row horizontally to see highlights, and tap See All towards the right of any row for more. The bottom two groups contain Share and Action extensions, which is where you should look to add support for social networks and online services not accommodated by iOS itself.



3 Install an extension

Pocket is a bookmarking service similar to Safari's built-in Reading List but with some organisational features that Apple's offering lacks. Download it now. That's all that's required to get an app's extension on your iPhone. Using this one requires an additional step, besides turning it on: open its app and follow the prompts to sign up for the free online service.

HOW TO | MANAGE AND USE EXTENSIONS



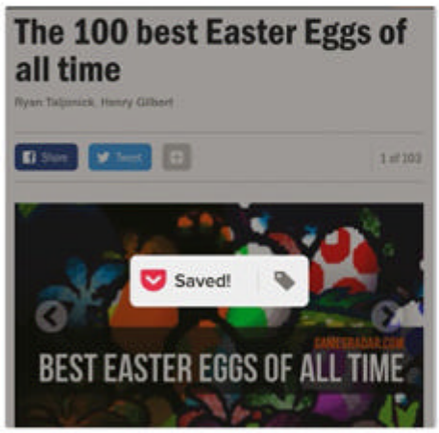
1 See what's available

After signing in through the Pocket app, visit a page in Safari and tap the Share button in the bottom toolbar. In the Action sheet, Share extensions appear in the middle row. They might send the page to an app or an online service, or post a link to it on a social network. Tap the More button at the far right of the row for a list of all available Share extensions on your phone.



2 Turn on and rearrange

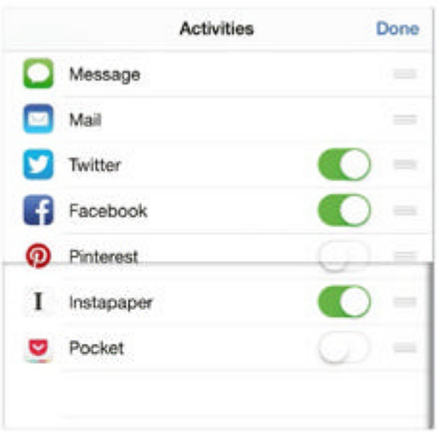
Switch Pocket on to make its extension appear in the Action sheet. Tap-and-hold on the rightmost icon in each line (the one with three lines), then drag up or down to change the order of enabled extensions in the Action sheet, saving you having to swipe to reach your favourites. (As of iOS 8.0.2, this setting seems to be forgotten when your device is restarted.) Tap Done.



3 Try it out

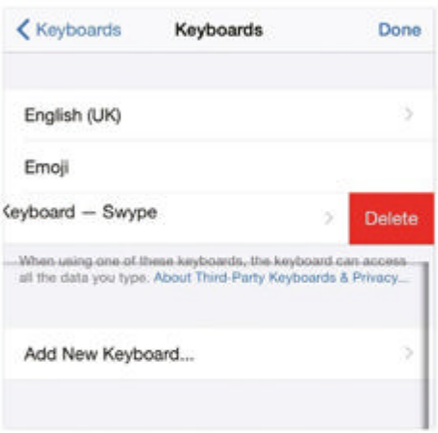
Now tap Pocket's icon in the middle row of the Action sheet to save the current page to your account. On the right-hand side of the confirmation that appears in the middle of the screen, tap the tag to assign keywords – helpful if you save lots, and on different subjects. Open the Pocket app and it'll download the page you bookmarked so it can be viewed while offline.

HOW TO | DISABLE AND REMOVE EXTENSIONS



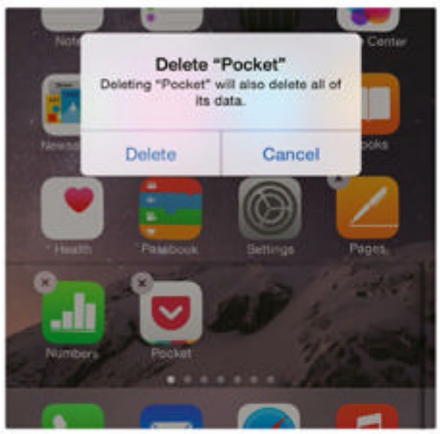
1 Disable extensions

If you decide to try out (say) a rival to an online service because it promises additional features, you can temporarily disable the extension for your existing service without removing it altogether. With the alternative app installed, go back to the Action sheet and tap More. Switch off the old extension, and enable the alternative you want to evaluate.



2 Disable keyboards

Keyboards can be hidden from the list that appears when the smiley face/globe key is held down. Go to Settings > General > Keyboards, tap Keyboards at the top of that page, swipe right to left on the one to disable, then tap Delete. (Don't worry, this won't delete that keyboard from your iPhone.) Tap Add New Keyboard… on the same page to re-enable it.



3 Remove extensions

Extensions are properly removed from your iPhone only when you remove the app they came with. Tap-and-hold on the app's Home Screen icon, then tap the cross that appears at its top-left corner. If you later reinstall the app, iOS remembers whether its extensions – including keyboards – were turned on, but it may forget about your chosen order for them.

Using iCloud Drive

iCloud Drive enables you to put things online from all of your devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, an iCloud account and apps that can save to iCloud Drive

When you sign into an iCloud account on your iPhone, your device is able to sync data such as Safari bookmarks, the keychain that contains your website usernames and passwords, calendars, reminders and contacts to the cloud – and from there to your other devices. This works in reverse too, so any changes you make on another Apple device, or by signing in to icloud.com, are synced to all of your devices, including your iPhone. It isn't just the more minor pieces of data that are synced, though.

iCloud is also able to store documents, just as you would on a drive attached to your Mac, enabling you to update those files wherever you have access to an app that can open them, and keeping them in sync between devices, too. For example, you might enter data in a spreadsheet in Numbers on your iPhone. As long as your iPhone has been able to connect to the internet (and the same is true of the device you switch to), you can be assured that the spreadsheet will be available on, say, your Mac, so you can write up a report about your data later on if you like.

With the introduction of iOS 8 and OS X Yosemite, Apple has changed the way in which documents are stored and browsed in iCloud. The old system, called Documents in the Cloud, provided strictly separated areas for each app's files. Its replacement, iCloud Drive, is far more flexible, as it works much like the Finder in OS X.

iCloud Drive can store documents from different apps in the same folder, and you can nest folders inside each other so that things are organised exactly as you want them to be. iCloud Drive retains the previous system's tagging feature, which enables you to assign keywords to files and then search for them instead of filenames.

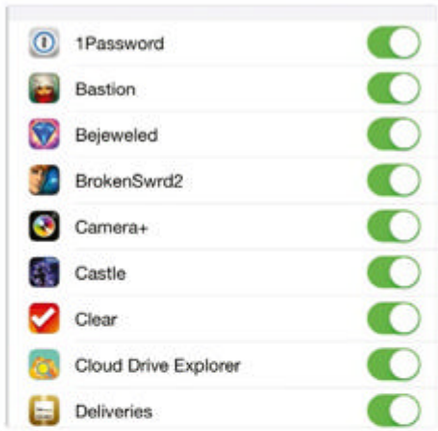
We'll show you how to enable iCloud Drive, but this comes with a word of caution: if you need to access documents stored in iCloud on a Mac that is unable to run OS X Yosemite, you should refrain from enabling iCloud Drive and stick with the old system; when you do, files that you stored in the old Documents in the Cloud system won't be automatically kept in sync on older versions of OS X. The same is true if any of your devices are not yet running iOS 8.

HOW TO | SET UP iCLOUD DRIVE



1 Enable iCloud Drive

When setting up your new iPhone or upgrading an older device to iOS 8, you had a choice to turn on iCloud Drive. If you didn't at the time, you can change your mind by going to Settings > iCloud > iCloud Drive and turning it on. If your Mac can't run OS X Yosemite, migrating to iCloud Drive means your Mac won't be able to automatically sync files or access them in the Finder, though you can manually store and retrieve them through icloud.com.



2 Control your storage

After iCloud Drive is turned on, the same page in Settings shows a list of apps that are able to save to it. Each has a switch next to it that can be turned off if you don't want an app to use space – you may want to prevent an image editor taking up room or using up the data allowance that comes with your calling plan. Below the list of apps is a global switch that can be flicked to prevent all apps using the mobile network and restrict them to Wi-Fi.



3 Look up iCloud users

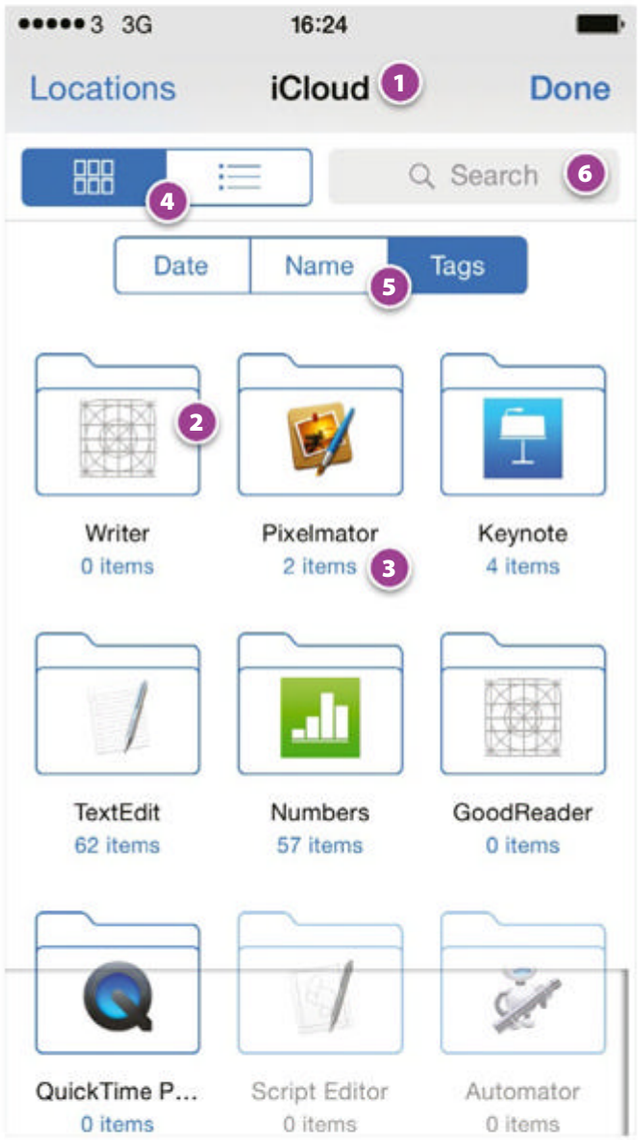
Above the list of iCloud Drive enabled apps is an item labelled 'Look Me Up By Email'. Apps can provide a means of looking up other iCloud Drive users – perhaps because they want to collaborate with you. However, you don't have to allow this. When you tap that item, you'll be taken to a page that lists apps with this capability, giving you control over exactly which individual apps can find you in this way using your email address.

VISUAL GUIDE | iCLOUD DRIVE'S DOCUMENT PICKER

Here's how to browse files that you've saved to iCloud Drive

1 Browsing

Apps that are capable of saving documents to iCloud Drive present a Document Picker – like this one in PDF Expert – for managing them. It works like Finder on the Mac and Explorer in Windows, and it differs from the Documents in the Cloud system available in older versions of iOS because folders can be nested within other folders, and files from different apps can be stored together by project or by whatever abstraction makes sense to you.



2 Folders made by apps

Some folders in iCloud Drive will display an app's icon because that app has created the folder. Unlike Documents in the Cloud – the predecessor of iCloud Drive featured in iOS 7 – you aren't restrictedv to storing things from a single app in a folder. If you have documents form Pages, Numbers and Keynote that are related, for example, you can keep them together in a single project folder.

3 Browse folders

Folders on iCloud Drive work just as they do on your Mac or in Windows. Tap one to browse its contents. If you like to organise your work by putting folders inside other folders, don't pay too much attention to the item count next to each one. It indicates how many items are in the next level down, rather than being a cumulative total calculated by looking at everything inside the folder you're looking at. You'll still have to open it for a more complete picture.

4 Different views

At the top-left corner of the Document Picker is a pair of buttons. The left one corresponds to the default presentation of files and folders in a grid of icons. The right one switches to a list view, with icons displayed smaller in a left column and folder names to their right. In both, folders display the number of items at the next level down, but folders inside them may contain many more items. As you tap into folders, the picker stays in your selected view.

5 Sorting files and folders

When at the top of a folder, swipe downwards to pull a group of three buttons into view. These allow the folder's contents to be sorted by the date they were last modified, newest first; or alphabetically, with A at the top (you can't tap again to reverse the order, and unfortunately there's no alphabetical index like the one in the Music app to jump through); or you can sort by tags you might have added when saving the file.

6 Search for something

When you tap the search bar, the view changes to an empty list and the keyboard slides into view. Start typing something and the list will be filled with matching files found anywhere in your iCloud Drive – not just in the current folder. The same controls for sorting files and folders that are available when browsing are also available here. Note that what you type is looked for in file and folder names, but not file contents.

Setting up iCloud Keychain

How to use Apple's online password service

SKILL LEVEL
Taking things further

IT WILL TAKE
20 minutes

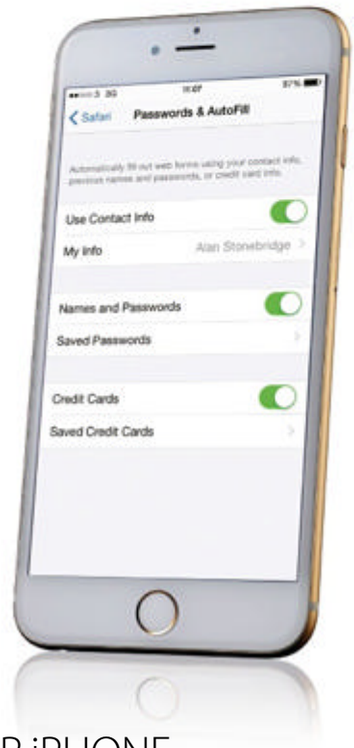
YOU'LL NEED
iPhone, iOS 8, Apple ID, iCloud account, and optionally another iOS device, or a Mac running OS X Mavericks or later

Sometimes it seems like every website you visit requires you to sign up… which means you have to come up with a strong password – one that's long and complex enough to be hard to crack or guess. Remembering many strong passwords can be tricky.

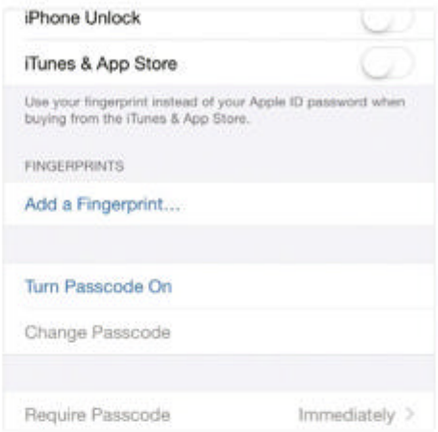
Tempting though it may be, it's not safe to use the same password for lots of sites. Writing down passwords is also a huge security risk, which is where iCloud Keychain steps in. You can save many different passwords to a keychain that's stored in your iCloud account; the keychain is accessible only on devices on which you sign in with your basic account credentials and then clear a security process to grant access to your keychain's contents on that device. Keychain remembers all saved details and fills them in for you when required. It keeps login details and passwords in sync across all your authorised devices. So if you sign up to a website on your Mac, you'll be able to sign in to that site more quickly next time you access it from your iPhone or iPad.

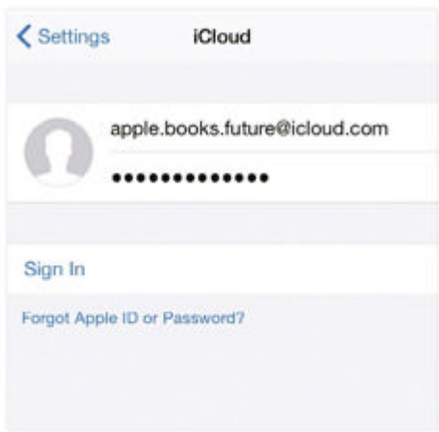
With iCloud Keychain, a single tap of AutoFill enters any login information and password you've saved. So you can more easily use discrete, complex passwords on each site you visit – and iOS can even suggest one for you.

Don't write passwords down or use the same password everywhere – let iCloud Keychain save them for you



HOW TO | SET UP iCLOUD KEYCHAIN ON YOUR iPHONE







1 Setting up a passcode

You should protect your iPhone – and hence your keychain – with a passcode. This code will be needed to access your iPhone, and to manage information in iCloud Keychain. Tap Settings > Touch ID & Passcode > Turn Passcode On. Enter a four-digit code, then repeat it to verify your choice. Below that setting, Require Passcode sets a duration before your passcode is required after the iPhone locks itself (Settings > General > Auto-Lock) or you put it to sleep.

2 Signing into iCloud

iCloud Keychain stores account credentials for websites and credit card details online, so you'll need to have created an Apple ID and signed in with it under Settings > iCloud. Your iPhone will ask if you want iCloud to use your iPhone's location. This isn't needed by Keychain, but it enables the valuable Find My iPhone service. iCloud should now be up and running on your iPhone, but keychain requires some extra steps before it'll start working.

3 Set up iCloud Keychain

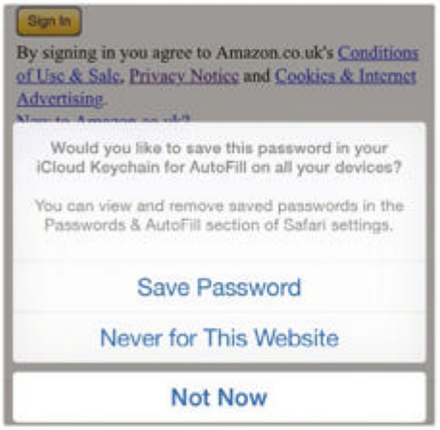
Most iCloud features are switched on by default, but Keychain is one that requires manual activation. Tap Settings > iCloud > Keychain and switch on iCloud Keychain. The iPhone will now request your Apple ID password; enter it and then tap OK. If you've already set up Keychain on another Apple device linked to the same iCloud account, you'll need to approve your iPhone from that device, or provide the security code you set during that process.

HOW TO | SET UP iCLOUD KEYCHAIN ON YOUR iPHONE (CONTINUED)



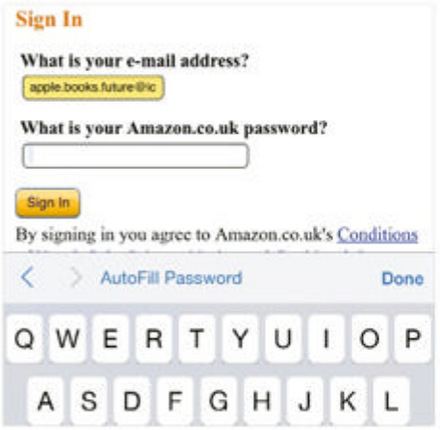
4 Approve access

If you opt to approve access to your keychain using another device, you'll receive a notification on it. On a Mac, click View on the notification to open System Preferences' iCloud pane, then click Details next to the Keychain item. Enter the password for your Apple ID and click Allow. Alternatively, when the notification appears on your other iOS device, enter your password and tap Allow to grant access.



5 Save password details

Ensure Settings > Passwords & AutoFill > Names and Passwords is on. In Safari, go to a page that requires a user ID and password. Submit yours. You're given the option to save them, but you can opt not to, either for now (perhaps you're changing them) or never. With iCloud Keychain enabled, the credentials are synced to your authorised devices and you won't have to type them. (When creating an account, 'Suggest password' appears above the keyboard.)



6 Automatic passwords

You're able to fill in credentials saved to your keychain using any device you've chosen to authorise to use it. On your iOS devices, when you tap on a form to provide credentials, an AutoFill Password button appears at the top left of the keyboard. Tap that and your user ID and password will be inserted in their respective fields for you, and you only need to tap the form's button to submit the details and sign in.



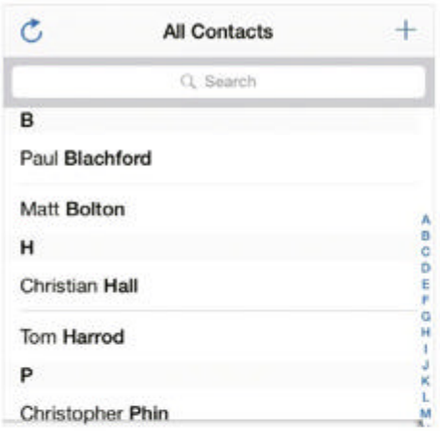
7 Credit card details

Bank card details can be stored when Settings > Safari > Passwords & AutoFill > Credit Cards is turned on. When you submit card details to a website, Safari asks whether to remember them. As a precaution, the security code isn't saved. Cards can also be added in the Passwords & AutoFill settings. Tap Saved Credit Cards > Add Credit Card and type the details, or tap Use Camera to capture them from the front of the card. Enter a description to identify the card.



8 Manage passwords

You can manage passwords in your keychain under Settings > Safari > Passwords & AutoFill. Tap Saved Passwords and enter your iPhone's passcode. Tap an item to view the website address and your username and password. To remove several passwords from the list, tap the Edit button, then the unwanted passcode, and finally tap Delete to remove them. To remove one quickly, swipe from right to left across it and tap the Delete button that appears.



9 Adding information

AutoFill can use your details (from the card labelled as 'Me' in the Contacts app) to fill in online forms. In Safari's Passwords & AutoFill settings, if your name is already next to My Info, just switch on the Use Contact Info option. Otherwise, tap My Info, find your name in the list, and then tap it to identify it as you. The Use Contact Info option will be enabled after you do this. In a form, tap a field and then tap AutoFill at the top of the keyboard to insert your details.

Share with AirDrop

Share things directly with people around you

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

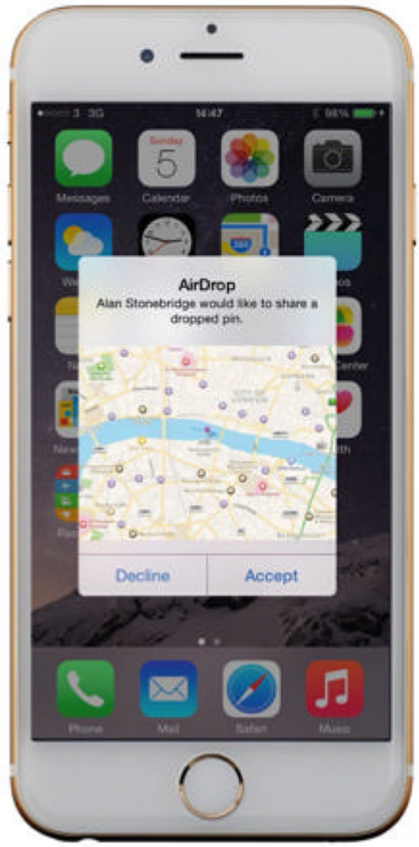
YOU'LL NEED
iPhone, iOS 8, another device running iOS 8 or a Mac with OS X Yosemite

AirDrop is a convenient way to share things with people nearby. It takes only a few taps, and is designed so that you don't have to enter a recipient's address, or connect to a network to use it.

It works independently of a fixed network, using Bluetooth 4.0 LE to detect nearby iOS 8 devices (it also works with iOS 7) or Macs running OS X Yosemite, which must be signed into an iCloud account. When you tap the device you want to send to, AirDrop establishes a direct, encrypted wireless connection to facilitate the transfer. It's easy to use, but it has some specific requirements. It works only between recent devices – with iOS, it needs iPhone 5 or newer, any model of iPad mini, or a fourth-gen iPad with Retina display or an iPad Air or newer. Check if your Mac is compatible at apple.com/osx.

AirDrop is available in many iOS apps – wherever the Action sheet appears (that's the one that also enables sharing to social networks). You can share a link to a web page, photos, notes, your current location or directions, and other documents and data from a wide variety of apps. Be wary of exactly what you're sharing, though: while you can send your own or someone else's details from the Contacts app, you can't restrict which details are included.

The ability to share over AirDrop is built into many apps, so you can share web links, photos and notes

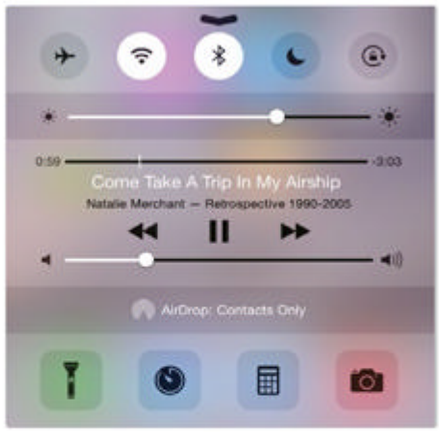


HOW TO | SET UP AIRDROP



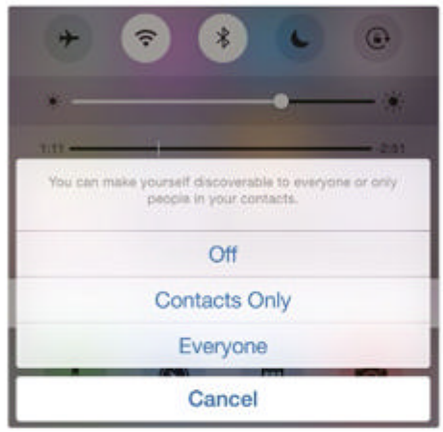
1 Import profile pictures

If you don't have photos for many of your Contacts, open Settings and tap Facebook or Twitter. If you're signed in to either network, tap the option to update contacts. Where iOS is able to match your contacts with your online friends, it'll download profile pictures to the relevant contacts. You'll then see those pics in AirDrop instead of the rather more boring placeholder.



2 Share with friends

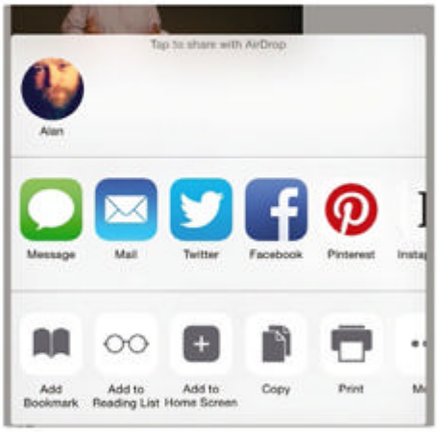
Swipe up from the bottom of the screen to open Control Centre (unless you've disabled this – see page 40). Tap AirDrop, then Contacts Only. Bluetooth and Wi-Fi will be switched on, if they weren't already on. If you turn off either, AirDrop will also be switched off. You and your nearby contacts whose devices are signed into an iCloud account are now visible to each other.



3 Share with everyone

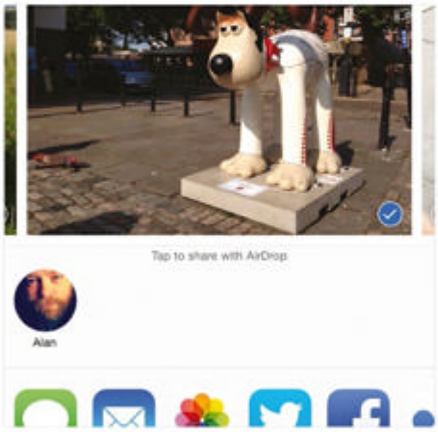
To share with people who aren't among your contacts, tap Everyone. Beware, though: whenever both Bluetooth and Wi-Fi are switched on, AirDrop will turn itself back on, and anyone will be able to send you iffy pictures, which are previewed even when your device is locked. Best keep AirDrop off and switch it on only when you actually want to be visible.

HOW TO | SHARE AN ITEM USING AIRDROP



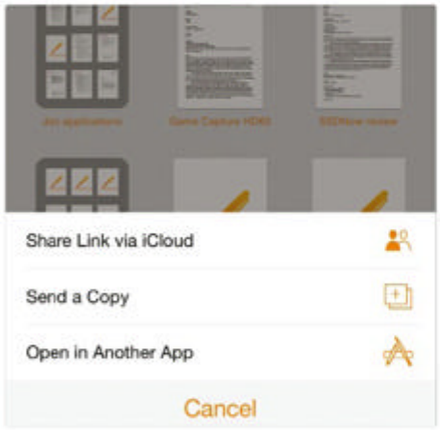
1 Share a web page

In Safari, tap the Share button. In the Action sheet, the top row shows nearby people who have made themselves visible to you over AirDrop. If you can't see your desired recipient, ask them to open Control Centre – we've found that this rebroadcasts a person's availability within a few seconds. Tap their icon when it appears and wait for them to accept.



2 Share a photo

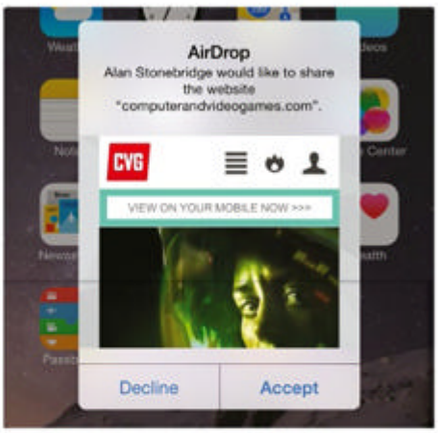
In the Photos app, view the image you wish to share and tap the Share button (bottom left). Alternatively, in Moments view, tap Select at the top right, tap several photos, then tap the Share button. The Action sheet opens either way, but the first method also shows a strip of photos so you can select more without going back. As before, tap the desired recipient.



3 Sharing in other apps

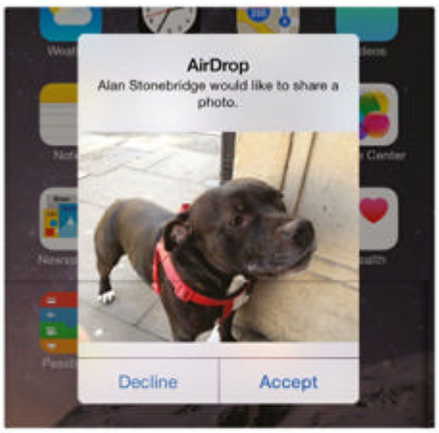
Details vary in other apps. At the foot of each entry in the Contacts app, for example, is Share Contact. In Pages, Numbers or Keynote, on the screen showing your files, tap the Share button (top left), then tap Send a Copy. Now tap the file to share, then the format in which to send the file – pick one the recipient will be able to open (see below). Finally, tap the recipient.

HOW TO | RECEIVE SOMETHING VIA AIRDROP



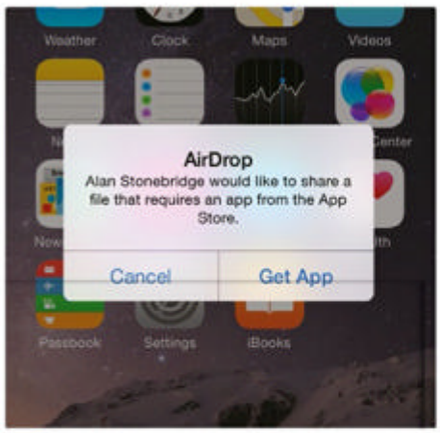
1 Receiving web links

If someone wants to share a link to a web page, you'll see a preview. If you accept, it opens in Safari. If you decline, the sender is informed of that; if something goes wrong, 'Failed' appears. If your device is locked, you'll see a smaller preview of what's being sent to you. Swipe across it to unlock your device and see a larger preview before accepting or rejecting the item.



2 Receiving photos

If someone tries to share photos, you're told how many there are but only one of them is previewed. (There's no discernible pattern to which one this will be.) Accepting adds the pictures to your Recently Added album in the Photos app and takes you to them. They're also uploaded to your Photo Stream if that feature is enabled in Settings > iCloud.



3 Receiving from apps

You won't see a preview of items sent from apps you don't have, though photos sent from apps such as Camera+ are simply directed to the built-in Photos app. Instead, the AirDrop alert offers the option to reject the item or to go straight to the required app in the App Store. You'll have to tap through to see whether it will cost you money, if the sender can't tell you.

Be more mobile with Handoff

Start working on one device and finish on another

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8, OS X Yosemite, apps that support Handoff

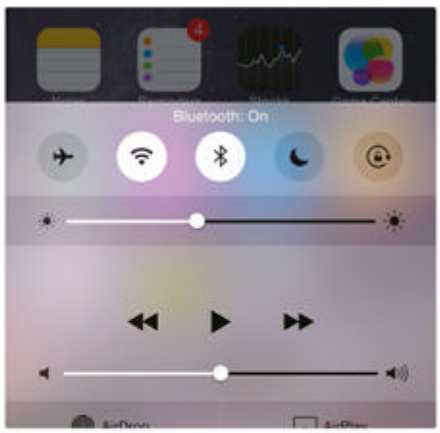
Handoff is one of the 'Continuity' features in iOS 8 and OS X Yosemite, and it may well be the one you'll use most often. It enables you to start a task on one device and easily switch to another to finish it. Perhaps you want to take a web page you're reading, or the email you're writing on your iPhone, and finish it on the larger screen and keyboard of a Mac or iPad. There are other ways to do that – in these particular scenarios, iCloud Tabs and your Drafts mailbox would help – but Handoff makes the process quicker.

Devices signed in to the same iCloud account, in close proximity, and with Bluetooth turned on, can tell each other what app you're working with. If you're writing an email on one device, the others will display their own Mail app's icon. Interacting with that icon tells the originating device to hand the task – including the email you're writing or a document in, say, Pages, Numbers or Keynote – to the device you're now using. The task can be picked up on whatever device you deem suitable in that moment, as long as it has the corresponding app. This isn't limited to Apple's apps, either, and developers can add support for Handoff to their own apps.

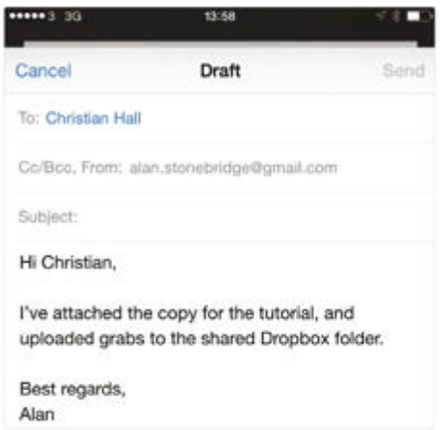
Handoff enables you to start a -task on one device and easily switch to another to finish it



HOW TO | GET STARTED WITH HANDOFF







1 Prerequisites

On your iOS device, go to Settings > General > Handoff & Suggested Apps to confirm that Handoff is on. In System Preferences on a Mac, open the General pane and ensure 'Allow Handoff between this Mac and your iCloud devices' is ticked. Devices need Bluetooth (4.0) turned on to discover each other, and Wi-Fi to connect directly and transfer the task.

2 Lock screen

Even when your iPhone is locked, it will recognise when it can take over a task from another of your devices. Open a web page in Safari on another device and, while Safari is the foreground app on that device, you'll see Safari's icon at the bottom left corner of the Lock Screen on your iPhone. Switch to writing a message in Mail and the icon will change instantly.

3 Receive the task

Swipe upwards from the app icon, and unlock your iPhone with your passcode or Touch ID if requested. The app will open and display the same page, email (one you were writing or reading) or other content that you were working with on your other device. You may have to scroll to reach the same place. Editable content, such as a new email, will close on the other device.

HOW TO | USE HANDOFF



1 App switcher

When your iPhone is already unlocked, Handoff is accessed through the app switcher. Double-click the Home button and swipe right until you reach the Home Screen. An extra item appears to the left when Handoff is possible, showing the receiving app's icon and the device from which it will take over. You can tap this even while it's hanging off the screen.



2 Receive on a Mac

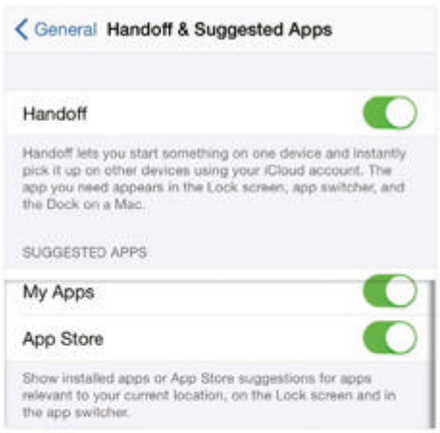
Handoff can be used to complete a task on a Mac that was started on one of your iOS devices, too. When a Mac app can take over, its icon is displayed in your Dock, to the left of the Finder, with a small graphic of an iOS device at its top right. Move the mouse pointer over this for confirmation of the sending device's name, then click the icon to begin the handoff process.



3 An alternative method

If your Dock is hidden to increase screen space, there's another way to invoke Handoff. Hold ⌘ and tap the ⇥ key to open the app switcher. The receiving app's icon is displayed at the far left. With ⌘ still held down, also hold ⇧, then tap ⇥ twice to highlight the app and release the keys to start Handoff. Alternatively, move the pointer over the icon and let go.

HOW TO | USE SUGGESTED APPS



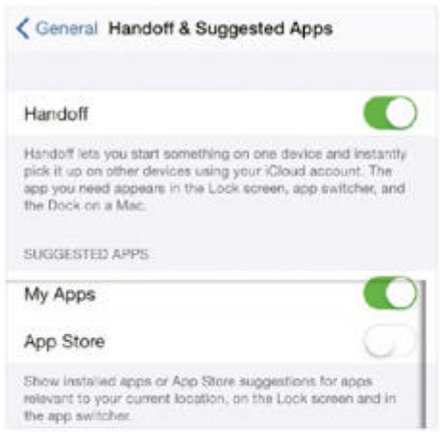
1 Check your settings

The same method of showing an icon when a task can be moved from one device to another is also used to suggest relevant apps based on your location, such as in Apple Stores, Starbucks, and other retailers and venues. Go back to General > Handoff & Suggested Apps in your iPhone's Settings app to find two switches for this, labelled My Apps and App Store.



2 Apps you already have

The My Apps switch allows the icon of an app you have already installed on your iPhone to be displayed when it is relevant to your location, such as when you're in an Apple Store. The app's icon will appear in the same places used by Handoff – to open the app, swipe up from the bottom left of the Lock screen, or open the app switcher and tap the app's icon (far left).



3 Apps you may want

If the App Store switch is enabled, those same locations will display icons of a recommended app for your current location even if you don't already have the app installed. If this method seems a little too much like advertising, you can turn this off, or you can simply ignore these if something pops up at an unexpected location.

Get other devices online

Share your internet with Personal Hotspot

SKILL LEVEL
Anyone can do it

IT WILL TAKE
Five minutes

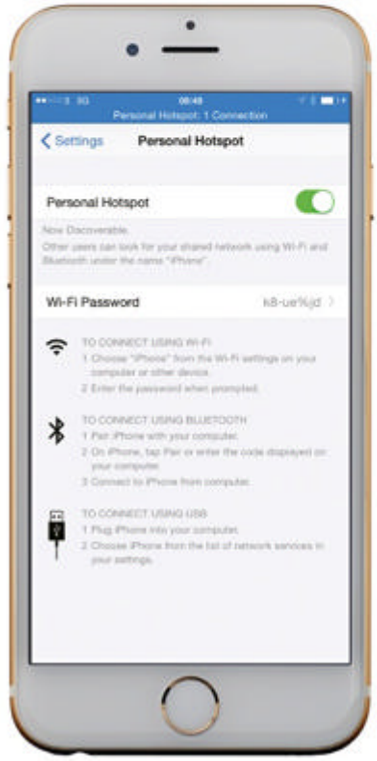
YOU'LL NEED
A call plan that allows Personal Hotspot, a Mac or PC, a Lightning cable, or another device with Bluetooth or Wi-Fi

Personal Hotspot enables your iPhone's internet connection to be shared with other devices. The connection can be shared over USB to a Mac or a PC, and wirelessly over Bluetooth and Wi-Fi to other devices. Up to five devices can be connected to the hotspot at the same time.

Personal Hotspot has been a feature of iOS for a long time, but you should check with your network whether your tariff allows its use. The most flexible tariffs impose no restrictions on it, but some limit how much data it can use to just a portion of your allowance, while others don't allow it at all – although you may be able to unlock it for an extra charge.

In iOS 8, it's even easier to connect to Personal Hotspot from other devices running that system version, and from Macs running OS X Yosemite. Those devices can connect to the hotspot without needing its Wi-Fi password at all. They only need to be signed into the same iCloud account as your iPhone to recognise that a nearby Instant Hotspot, as it's known, belongs to you. This doesn't exclude family and friends from borrowing your internet connection – they can connect to the hotspot using traditional methods.

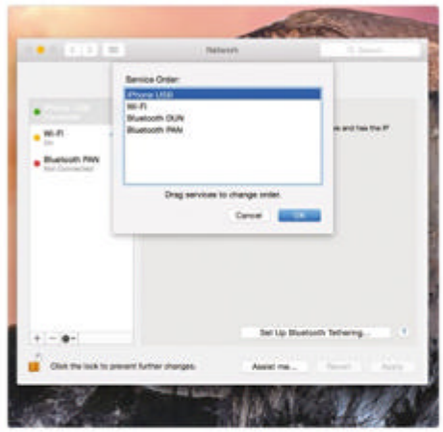
Instant Hotspot makes it even easier to get online from devices running iOS 8



HOW TO | GET A MAC ONLINE







1 Enable Hotspot

In the Settings app, you may already see Personal Hotspot in the top group of items (which relates to connectivity), between 'Mobile' and 'Carrier'. If it isn't there, tap Mobile and look between the Data Roaming and the Call Time summary. Tap it to see its two settings. The first is a switch that turns on the hotspot (doing so also adds the item between 'Mobile' and 'Carrier').

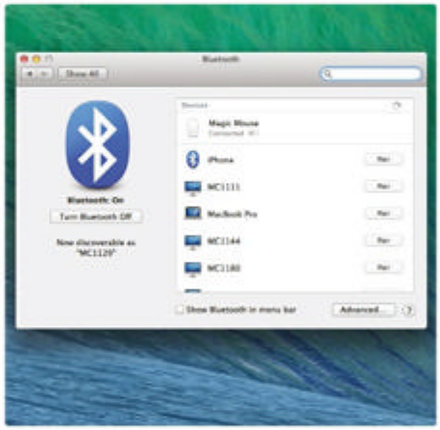
2 Connecting your Mac

With the hotspot turned on, the simplest way to get your Mac online is to connect it to your iPhone using a Lightning-to-USB cable. The iPhone will emit its usual chime sound, and the Mac should say it has found a new network interface. The iPhone's status bar should turn blue, double in height, and display the number of devices using the hotspot in its bottom half.

3 Test the connection

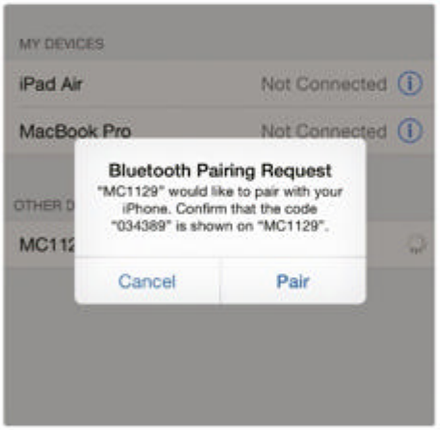
Visit a website on your Mac. If this stalls or says you aren't online, go to the Network pane in System Preferences. 'iPhone USB' should be listed on the left with a green dot and 'Connected' next to it. If other active network connections are above it, click the cog at the foot of the list, choose Set Service Order, and drag iPhone USB to the top so it is used whenever it's available.

HOW TO | GET A DEVICE ONLINE USING BLUETOOTH



1 Become discoverable

Bluetooth devices need to be paired with your iPhone to use Personal Hotspot. On the iPhone, turn on Personal Hotspot (see step 1 opposite) and then go to Settings > Bluetooth and stay there. On a Mac, open System Preferences, click the Bluetooth icon and wait for nearby Bluetooth devices to be listed. Turning on Bluetooth should be similar on other devices.



2 Make the connection

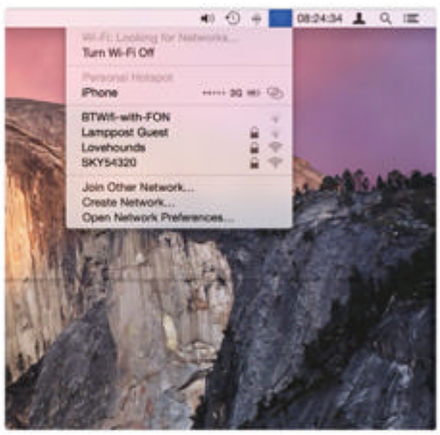
Your iPhone will be listed using the name that appears in Settings > General > About. When it appears on a Mac, it'll have a Pair button next to it. On other devices, you may have to tap it or use buttons to select it. Whatever the method, after you initiate the pairing process, a prompt on the iPhone will ask you to confirm this one-time pairing request. Tap Pair.



3 Connecting in future

After being paired, your iPhone and the other device will remember each other. When you return to the iPhone's Bluetooth settings, the paired device will be listed even when it's out of range. You'll see something similar on the other device. To get the other device online, switch on Bluetooth both on it and on the iPhone, then tap the other device's name to reconnect them.

HOW TO | GET A DEVICE ONLINE USING WI-FI



1 Instant Hotspot

Macs with Yosemite and other iOS 8 devices, when signed into the same iCloud account as your iPhone, can use your hotspot without a password. Click the Wi-Fi icon on the Mac's menu bar or open Settings > Wi-Fi on iOS. The hotspot is listed in a separate group above others, along with connection and power details, so you don't even need to unlock the iPhone.



2 Connect other devices

On other Wi-Fi devices, select your hotspot's name from the list of nearby networks. You'll need to provide its Wi-Fi password, which you can find under Settings > Personal Hotspot on your iPhone (you can tap it to change it if you like). The network adopts your iPhone's name, which itself can be changed under Settings > General > About > Name.



3 Check data usage

You may want to monitor data usage, especially if your tariff allows only a limited amount of data in each billing period. Many networks tell how much you've used via their website, but you can also view a running total under Settings > Mobile > Mobile Data Usage. Tap System Services (at the very bottom) to see how much data Personal Hotspot has used.

Call and message forwarding

Make and take calls and texts on other devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

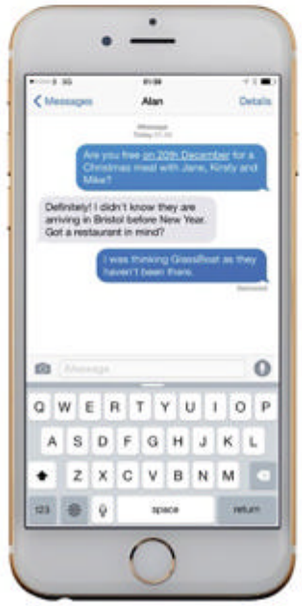
YOU'LL NEED
An iOS 8 device, an iCloud account and either another iOS 8 device or a Mac with OS X Yosemite

It doesn't matter any more if your iPhone is in another room when you receive a call or a text message. You needn't rush to the iPhone to respond if you have another Apple device to hand because iOS allows your phone to forward voice calls and SMS and MMS messages to your iPad, iPod touch and Mac. We say 'forward', but in fact all of your devices will attract your attention, meaning there's less pressure on you to keep your phone on your person. It works in the opposite direction, too, enabling you to initiate calls and send messages from those devices by routing calls and texts over Wi-Fi back to your iPhone.

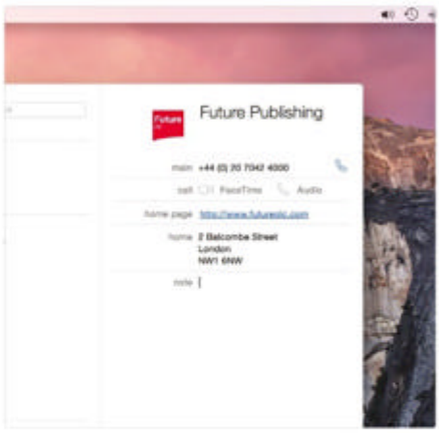
Like other Continuity features in iOS and OS X, there are a couple of conditions to meet in order that your iPhone can forward calls and messages to other devices. Those devices need to be signed into the same iCloud account as your iPhone, and they need to be connected to the same Wi-Fi network as your iPhone.

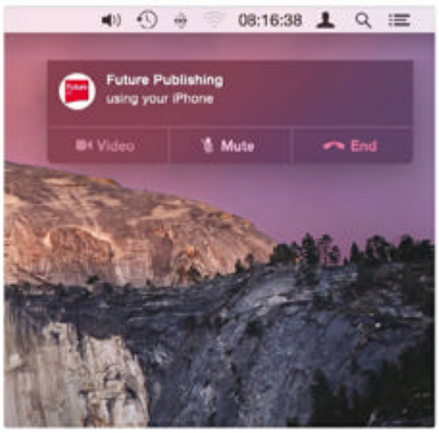
Phone calls are forwarded to the FaceTime app on your other devices. This is automatically enabled for you, but you don't have to accept it on all of your devices, so it can be turned off. Conversations by SMS and MMS take place in the Messages app – see page 80 for more about it.

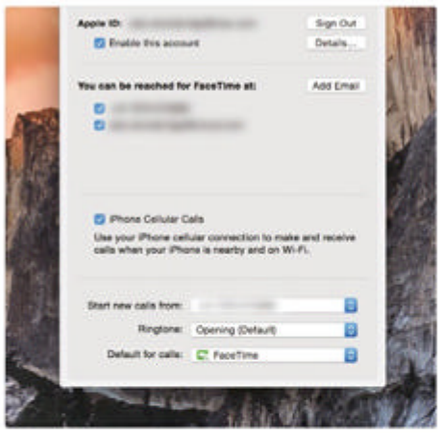
Your iPhone can forward voice calls and SMS and MMS messages to your other Apple devices



HOW TO | MAKE AND RECEIVE CALLS AND SMS MESSAGES ON YOUR MAC







1 Call a contact

To call someone you know, find them in the Contacts app. On a Mac, move the mouse pointer over the number to dial, then click the phone icon that appears next to it – or in iOS just tap the icon, which is immediately visible. On a Mac, a call window appears at the top right of the desktop (see step 2). In iOS, FaceTime opens to make the call. Both confirm that the call is being made 'using your iPhone'.

2 Calls to other numbers

When Safari or Mail on an iOS device detects a phone number in text, tap it to open FaceTime and call it using your iPhone. On a Mac, move the mouse pointer over it, click the arrow that appears next to it, and select the option to call it. To manually call a number on a Mac, type it in the search bar in FaceTime's Audio tab and press ↵, or on an iOS device simply tap the phone icon next to the number.

3 Turn off forwarding

To prevent one of your devices from ringing when your iPhone receives a call, pay a visit to FaceTime's settings. On the iOS device in question, simply go to Settings > FaceTime. In FaceTime on a Mac, go to the FaceTime menu, select Preferences… and then select the Settings tab. In both these places, switch off or untick 'iPhone Mobile Calls' to prevent calls being forwarded to that device.

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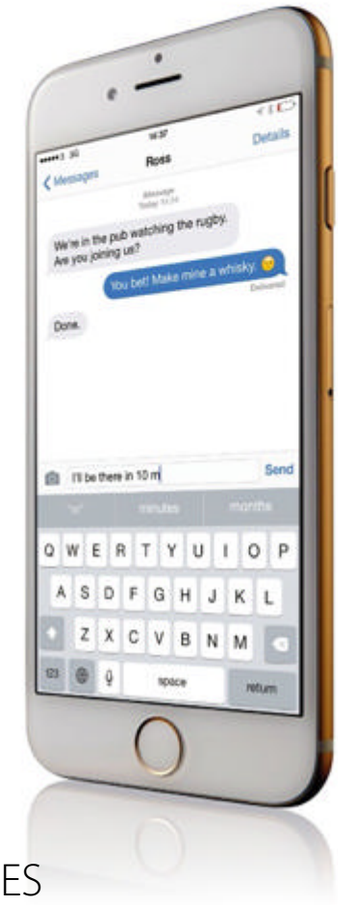
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Manage conversations

Master the features of iOS 8's Messages app



SKILL LEVEL
Anyone can do it

IT WILL TAKE
A few minutes

YOU'LL NEED
iPhone, iOS 8, an Apple ID, at least one Contact with an iOS device or a Mac

The Messages app is an obvious place from which to send text and multimedia messages, and it's also packed with advanced features for managing conversations. Many of these features are tied into Apple's iMessage system. An iMessage is a type of message that can be sent only between Apple devices, whether they be iPhones, iPads, iPod touches, or Macs – they just need to be online.

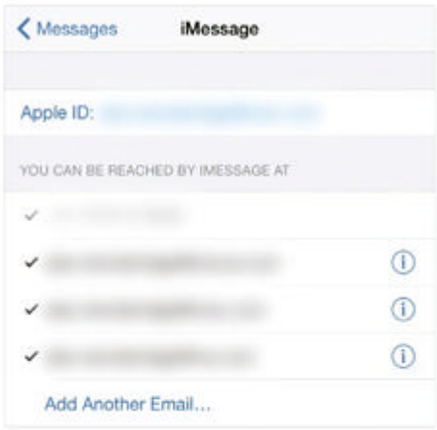
Messages saves you resorting to a social network such as Facebook to arrange meeting up with a number of people. That's because iMessage allows everyone who has an Apple device to take part in a group conversation so that the details can be agreed upon together. When plans are less definite, you can share your location – either at that point in time, or with live updates for a few hours if you're likely to roam elsewhere.

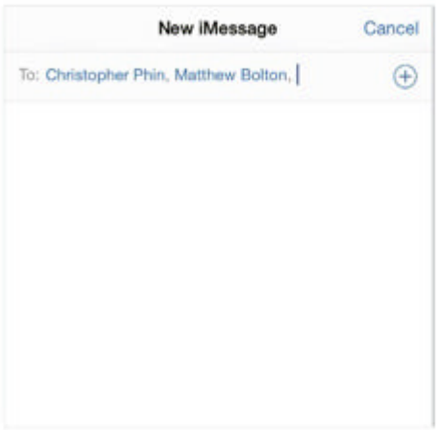
Messages also gives you control over how intrusive any conversation can get, regardless of whether it takes place by iMessage or SMS, by suppressing notifications about one while allowing another to still grab your attention. Also welcome is the fact that Messages – and the Phone and FaceTime apps, too – can block unwanted contact, whether it's from people you actually know or cold calls from salespeople.

You can stop intrusive conversations by suppressing notifications or blocking unwanted people

HOW TO | GET STARTED WITH iMESSAGES







1 Sign in to iMessage

The Messages app can send three different kinds of message: SMS and MMS, just like most other phones, and iMessage, which is a method available only on iOS devices and Macs. You don't have to use Apple's proprietary messaging system, but it offers practical extras as long as the people you want to reach have Apple devices and also enable the system. In Settings, find and tap Messages, turn on the iMessage switch, and sign in with your Apple ID.

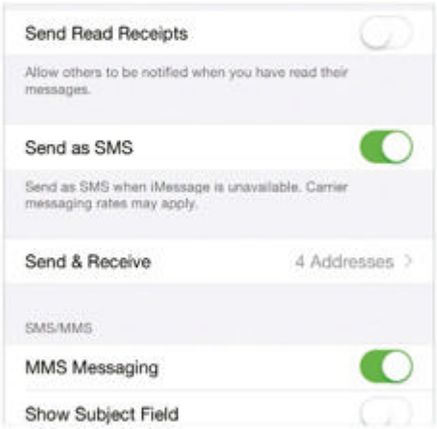
2 Contact options

Tap Send & Receive to pick which email addresses linked with your Apple ID (see page 38) can be used by other iOS and Mac users to contact you, rather than giving out your phone number. Tap an address to toggle whether it can be used; those that can have a tick beside them. Your phone number is permanently enabled. Further down this page you can choose whether your phone number or an email address is used to identify you when you send an iMessage.

3 Write a text message

Open the Messages app and tap the pen and paper icon at the top right to start writing a message. Type the name of someone in your contacts list, or tap the + to select from that list. A message can have multiple recipients, but beware that doing this for an iMessage doesn't just send a copy of the message to each person (like SMS). Instead, it starts a group conversation, and everyone in the conversation receives the other participants' responses by default.

HOW TO | USE ADVANCED iMESSAGE FEATURES



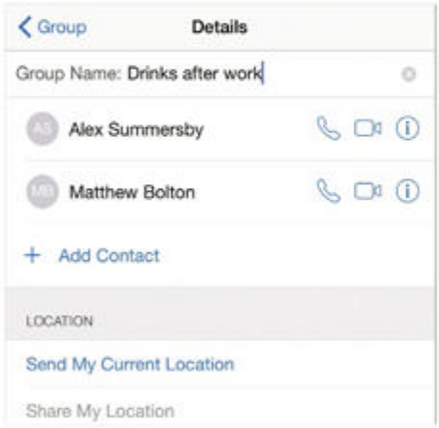
1 SMS or iMessage

Note the colour of a contact's name after you enter it. When you add a contact, the app confirms with Apple whether that number or address is registered to receive iMessages. If so, it will be blue. Otherwise it'll be green, which means the message will be sent as an SMS or MMS to ensure that their phone can receive it. Enabling Messages > Send as SMS in Settings ensures the Messages app will fall back on using SMS if the iMessages service is unavailable.



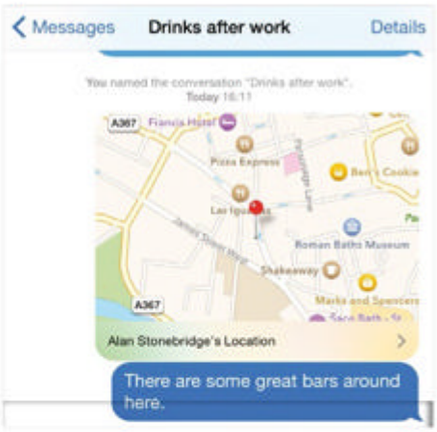
2 Read receipts

After sending an iMessage, 'Delivered' should appear below the message's bubble to confirm receipt. If the recipient has read receipts enabled, that will eventually change to 'Read', with the time at which they did so. If you don't want your iPhone to send read receipts, turn off Messages > Send Read Receipts in the Settings app. Dates appear between message bubbles. To see the time messages were sent, swipe from right to left and keep your finger on the screen.



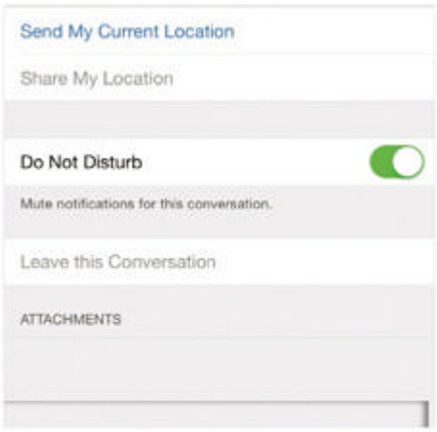
3 Group messaging

Group conversations are listed by their participants' names, but you can assign a more meaningful label. Tap Details at the top right of the conversation, and then swipe downwards to reveal a field above the list of participants, into which you can type a label such as 'Reunion'. Swipe from right to left on a participant's name to reveal a Delete button; tap this to stop them receiving your contributions. Tap Add Contact to add more people to the conversation.



4 Share your location

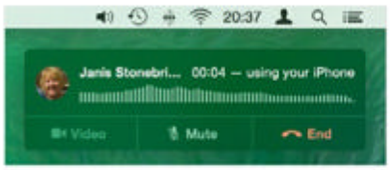
When meeting someone, tap Details and look under the Location heading. You can share your current location if you'll be there for a while or share your live location for a period of time – an hour, until the end of the day, or indefinitely. When you receive a location, tap the map to view it fullscreen. Choose walking or driving directions and tap Start, or tap Apps to find navigation apps that will help get you there by, say, public transport based on where you are.



5 Mute a conversation

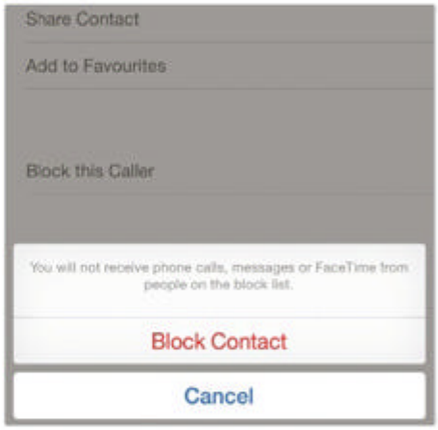
Notifications from chatty conversations can become a distraction when you're busy. Tap Details at the top right of the conversation and turn on the Do Not Disturb switch on this page. This doesn't turn on Do Not Disturb for everything on your iPhone, as the switch of that name in Control Centre does – it mutes only this conversation. You'll still receive messages so you can catch up on the discussion later, and at any time you can turn this switch off again.

Routing to a Mac



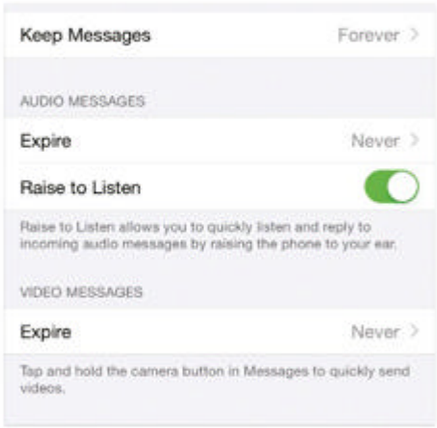
Continuity brings a new set of features to iOS 8 and OS X Yosemite, one of which is the ability to make and receive SMS and MMS messages and phone calls from Macs and iPads. It does this by relaying them through your iPhone. All devices – including the iPhone – need to be connected to the same Wi-Fi network, and signed into the same iCloud account. In Contacts on your Mac, open a person's contact card and move the pointer over the number to call them on. Doing this will reveal a phone icon to the right. Click that icon and the Mac's speakers and microphone will be used to make the call. SMS and MMS messages can be sent and received in the Mac's Messages app.

HOW TO | USE ADVANCED iMESSAGE FEATURES (CONTINUED)



6 Block senders

A sender of unwanted messages can be blocked by tapping Details, the 'i' symbol next to their name, and then Block this Caller. This also prevents contact through FaceTime and phone calls. You can review who is currently blocked under Settings > Messages > Blocked. You can preemptively block people there, too, if they're in your Contacts app. In that app, add the pest to a Blocked group and tap Groups to hide that group so that only people you value are shown.



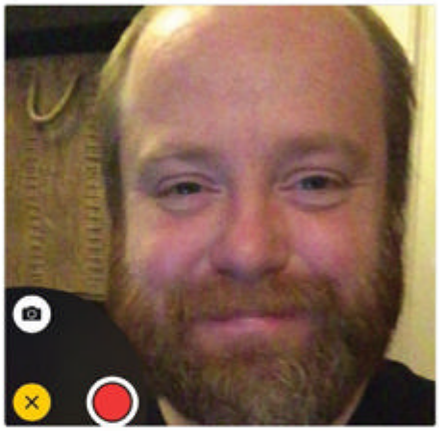
7 Send a soundbite

In Settings, check whether Messages > Raise to Listen is enabled. When it is, all that's needed to record a soundbite – a short audio message – is to lift your iPhone to your ear. When you do, the iPhone will emit a short tone to indicate that it's recording. Speak, and then lower the iPhone when finished. The soundbite will be sent automatically, with no chance to review it. If you'd rather have the chance to hear it back first, another method allows for that…



8 Audio option

Tap and hold the microphone button to the right of the field into which you would type an iMessage. The app will record as soon as – and for as long as – you hold your finger on that button. When done, slide your finger upwards onto the arrow to send the soundbite, or slide it left onto the cross to delete the soundbite. To listen to the soundbite before making this decision, lift your finger and then tap the play button that appears where your finger was.



9 Send a photo or video

Tap and hold the camera icon on the left to take a photo or video using the iPhone's front-facing camera. The screen will show what the camera sees. In the circle of actions, slide your finger onto the camera icon and let go to take and immediately send a photo. Slide your finger onto the red button and hold it there to record a video. When done, slide your finger onto the arrow to send the video, or lift your finger and tap the play button to watch it first.



10 Review attachments

Tap Details (top right of a conversation), then scroll down to see photos, videos, soundbites and other attachments sent and received. Tap and hold one for actions: attachments can be copied and pasted between conversations, or deleted. Tap More to mark several attachments to save or delete. In Settings > Messages there are two items labelled 'Expire', which can be set to remove audio and video attachments after two minutes or never.



11 Set expiry dates

The text in SMS, MMS and iMessages doesn't take up much storage space, but you may want to have them deleted automatically after a period of time so that you don't have to manage them yourself. Go to Messages' settings and tap Keep Messages. The options available are to keep messages for 30 days, one year, or forever. If you choose either of the first two options, you'll be forced to delete messages that are already older than that right away.

Future

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Share music, books and apps

Create a Family Sharing group for your purchases

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

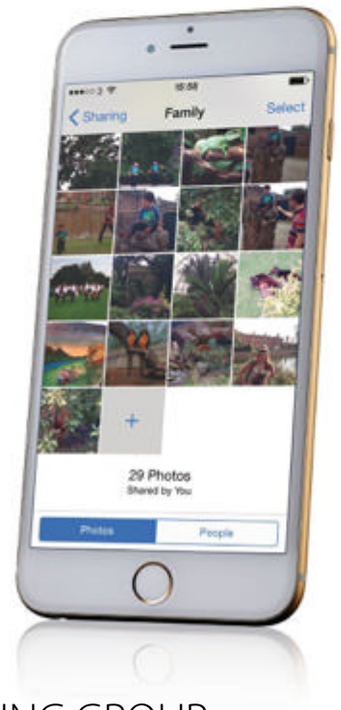
YOU'LL NEED
iOS 8 on each device; Apple ID for each user; a credit card linked to Organizer's Apple ID and iTunes account

Many families have several iPhones and iPads, and it's always seemed rather unfair that each person has to buy their own copy of books, apps and games. After all, if you were using the family games console you could all take turns playing it. You can log into another person's account so you can read an ebook or play an album, but it's a rather unsatisfactory sharing option.

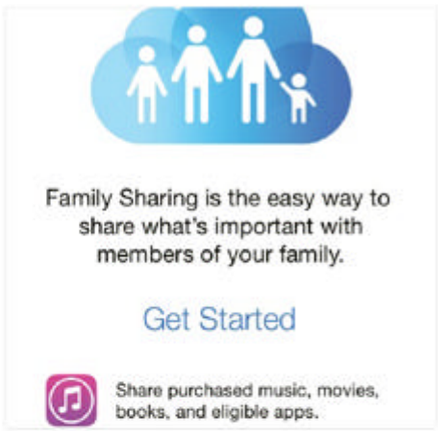
Now iOS 8 has introduced Family Sharing, which lets up to six people share apps, games and books, plus photos and a family calendar. It works for items you've already bought, and any group member can share content with any other person in the group. It's also a nifty alternative to having to buy iTunes gift cards, because you can link your children's accounts to yours and allow or prevent purchases.

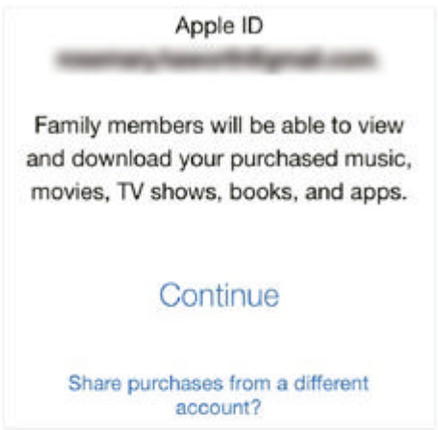
Family Sharing lets up to six people share apps, games and books, plus photos and a family calendar

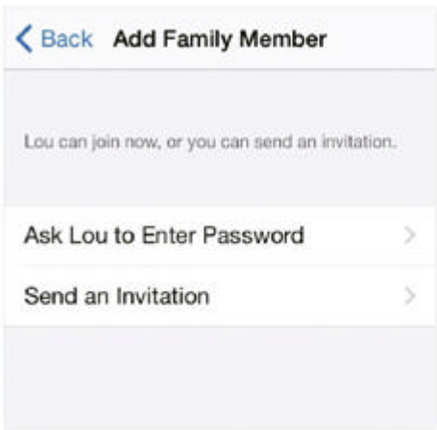
You can't share everything. Some items are explicitly set to be non-shareable, such as movie downloads you can't download to more than one device. In practice, it's mainly apps that have this restriction on them. Most books, games and music can be shared, and there's also a new cost-saving app bundles option in the iTunes Store. There's a limit of six people per Family Sharing group and ten devices that can share content on them at any one time.



HOW TO | SET UP AND MANAGE A FAMILY SHARING GROUP







1 The Organizer account

Family Sharing needs to be set up by the Organizer – essentially the account holder and the one who will be responsible for paying for apps and games. You can either set up Family Sharing when first setting up your iPhone, or do so later by going to Settings > iCloud and tapping Family. An overview screen summarises what Family Sharing enables you to do. Tap Get Started to proceed and then confirm you want to use your existing Apple ID and account.

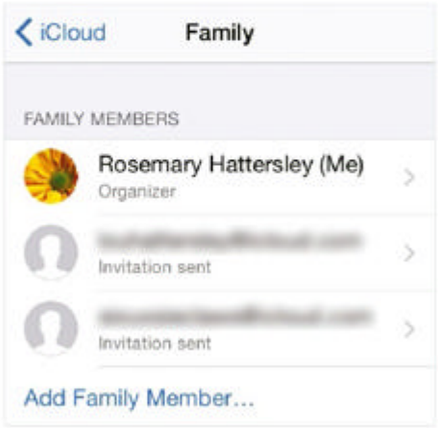
2 Confirm options

The Organizer manages the Family Sharing account and controls whether younger users can buy particular apps. Check and confirm the card details of your account, then confirm that you accept responsibility for purchases made using it. Next you can opt to share your location with Family Sharing group members using the Find My Friends app. This can be useful for keeping an eye on your kids' or their iPhones' whereabouts. Tap Not Now to skip this option.

3 Add members

To create your family group tap Add Family Member and type the email address of a person you want to add. Up to six people can be members of a Family Sharing group, but you can be a member of only one group at a time. If the person joining the group is with you, tap 'Ask [name] to Enter Password' and then get them to type in their Apple ID password on your iPhone. Provided that their Apple ID and password tally they will immediately be added to the group.

HOW TO | SET UP AND MANAGE A FAMILY SHARING GROUP (CONTINUED)



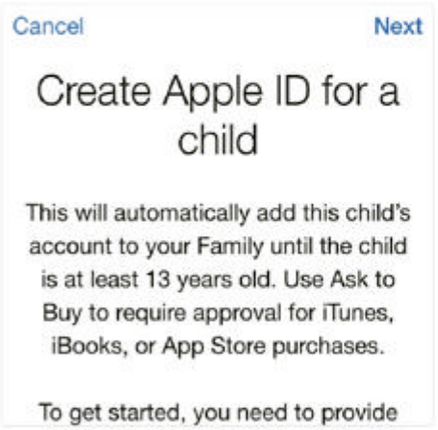
4 Invite by email

It's likely that some people you want to add to the group are not on the spot when you want to set it up, so you'll need to send their invitations by email. Type an email address on the Add Family Members screen, then tap Send Invitation. Enter your Apple ID password when prompted. You'll then be taken back to the Family Members page, where you can instantly issue further invitations by tapping Add Family Members and entering each person's email.



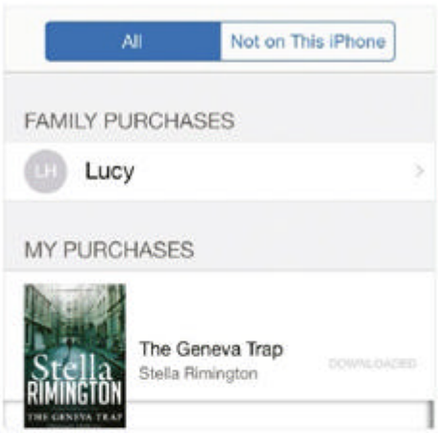
5 Confirm memberships

Invitees will get an email outlining what Family Sharing is all about, with a link to confirm they want to join your group. They can join only if they aren't part of another Family Sharing group. Once they accept your invitation, you'll get an email, and their name will also appear in the Settings > iCloud > Family list. Tap the name of any adult in the group list and then toggle Parent/Guardian on if you want them to be able to approve Ask To Buy requests from a child.



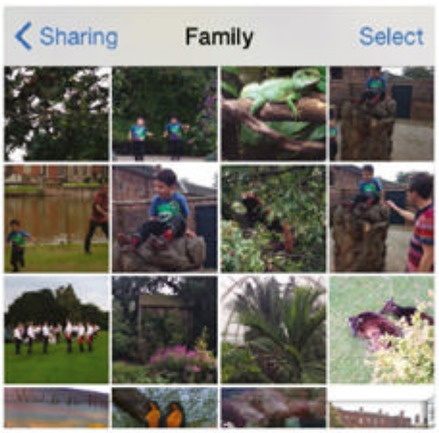
6 Adding a child account

Under 13s must have their own Apple ID (they can't use yours), but you need to set up the account for them using your payment details. This must be a credit card rather than a debit card (credit cards can be issued only to those over 18), so you may need to switch the card you use for your Apple account at this point. Now add their birthdate, so you can control what age-appropriate content they can see. If they try to buy something, you'll get an Ask To Buy request.



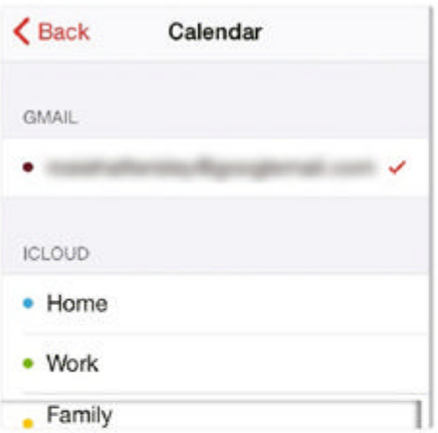
7 Start sharing

You can immediately share books, apps and games with group members by tapping the Purchased section of the App Store or iBooks, and then tapping a member's name to view what they've bought. It can take a couple of minutes for the content to appear in the list, though. If you spot something in another group member's library that you want to use, just tap it to download it to your own iPhone. You'll see a message on any items that can't be shared.



8 Share photos

You can share photos with your group by turning on iCloud Photo Sharing in Settings > iCloud > Photos. Now go to the Photos app, tap Shared > Family and then the + . Tap to select any photos from your iPhone's gallery that you want to include, then tap Done. Add a caption if you wish, then tap Post. If you previously used Photo Stream to share albums, you'll see these appear alongside the Family and other shared photo albums within iCloud Photo Sharing.



9 Set up family events

Family Sharing is also very useful for reminding family members about get-togethers and other events. This works only if you sync the Calendars app under Settings > iCloud > Calendars. If you don't have this option switched on, you must send an email invitation to attendees from within the Calendar app. With it active in iCloud, you just tap Calendar and tick the appropriate family members' names to share the event with them to appear in their calendars.

Stream music and video

Use AirPlay to enjoy your music and videos on other devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

YOU'LL NEED
iPhone, iOS 8, Wi-Fi network, Apple TV or AirPlay speaker

Your iPhone's portability makes it the ideal entertainment device, whether you want to listen to music or enjoy video content on the move. But there will be times when you want to hear your music through a proper set of speakers, watch your movies on your large-screen HDTV, or view your slide shows on compatible digital photo frames.

The great thing about the iPhone is that you can do all of this – and all without a wire in sight…

Wireless for sound

The technology that makes it possible is called AirPlay. This sends audio or video via your Wi-Fi network to compatible speakers or video receivers such as the Apple TV. Depending on your setup, you can even play your music on multiple sets of speakers in multiple rooms. AirPlay is built into your iPhone, so you don't need to find or install any additional apps. You will however need a set of speakers or a video receiver with the right hardware built in. Note that AirPlay is not the same as Bluetooth, and the two are not interchangeable – you'll need specific AirPlay-enabled kit to use it.

To get started, your iPhone and the receiver need to be connected to the same Wi-Fi network. You can see which your iPhone is connected to by pressing the Home button, then tapping Settings > Wi-Fi. Exactly how you connect the receiver to the same Wi-Fi network varies from device to device; the receiver's instruction manual will guide you through the process (most are online if you can't find the paperwork).

With both devices connected to the same Wi-Fi network and the receiver switched on, your iPhone should detect it automatically. Now all you need to do is start your media playing, swipe upwards from the bottom of the screen to open Control Centre, tap AirPlay and select the receiver you want to play your media on. It's that simple! We'll walk you through the few little niceties on the facing page.

APPLE TV AND STREAMING

Apple TV is Apple's £79 / $99 device for connecting an HDTV or speakers to your wireless network – see http://bit.ly/HzMYUA for info. If you want to stream or mirror from your iPhone to your PC or Mac, though, consider AirServer (£9.20 / $14.99) – see www.airserverapp.com.

AirPlay Mirroring

As well as streaming audio and video to a receiver device, the iPhone can perform what's called AirPlay mirroring, where the entire content of the iPhone screen is output to a video receiver such as the Apple TV. This means you can browse the web and show others what you're looking at, for example, without everyone having to crowd around your iPhone.

You can also show any app on a large screen, and one of the most exciting uses for this is the ability to mirror games. Depending on how they've been configured, some games enable you to use your iOS device as a controller while displaying the action on the big screen via your Apple TV. Others provide extra information on your iOS device's screen – in the case of MetalStorm: Online, for example, you view detailed airplane controls and information on the screen while flying a plane. Other games, such as Real Racing 3, have a split-screen mode, enabling you to play against a friend, using separate iOS devices as controllers. It's the future of gaming!

How to use AirPlay mirroring



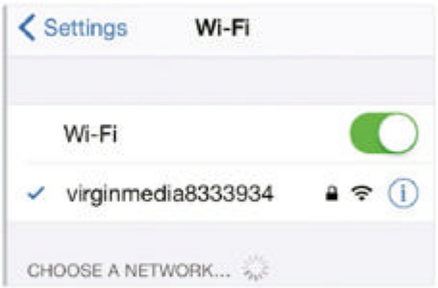
1 Screen to screen
Whatever you're doing on your iPhone, you can display the contents of its screen on your large-screen TV via an Apple TV. To get started with AirPlay mirroring, swipe upwards to open Control Centre.

2 Select your Apple TV
Tap on AirPlay, above the bottom row of buttons in Control Centre. Provided that your Apple TV is switched on and connected to the same Wi-Fi network, you'll see it in the list of AirPlay devices with a video (rather than a speaker) symbol next to its name. Tap your Apple TV's name, and a tick appears alongside.

3 Mirror, mirror
Your iPhone's media output will now be streamed to the Apple TV, but we want to go one step further. Below the receiver's name you'll see a Mirroring option appear. This appears only if the receiver device is capable of mirroring.

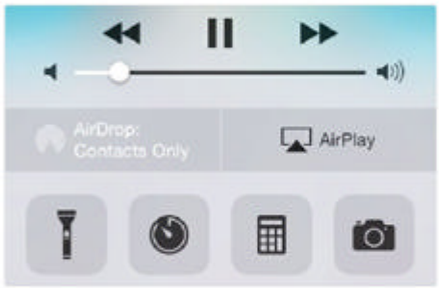
4 Home again
Flick the Mirroring switch to on, and the entire contents of your iPhone display will appear on your TV. Close Control Centre and continue to use your iPhone as normal. Note how the phone's status bar turns blue while you're mirroring. Use the same procedure to switch mirroring off again.

HOW TO | STREAM MUSIC AND VIDEO USING AIRPLAY



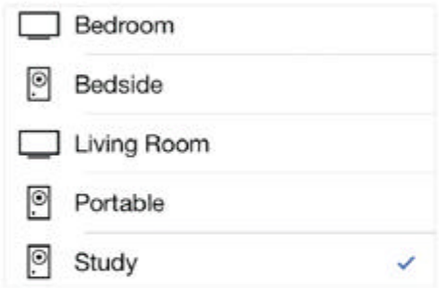
1 Check your Wi-Fi

Make sure your iPhone is connected to your home Wi-Fi network: look for the symbol to the right of the network name (top left corner of the screen). If you don't see it, tap Settings > Wi-Fi to find it and connect. Make sure your AirPlay receiver is on the same Wi-Fi network.



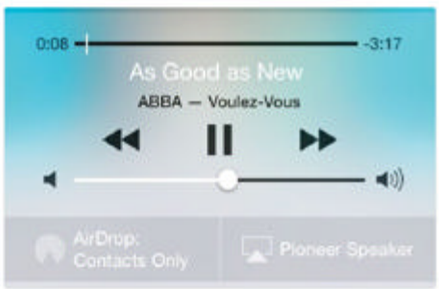
2 Free your tunes

Now press the Home button, then tap the Music app and tap a song to start it playing. To output it through your AirPlay speakers instead of the phone's, swipe up from the foot of the screen to open Control Centre, then tap AirPlay above the bottom row of buttons.



3 Pick your speakers

You'll see all the AirPlay receivers on your network, each with either a speaker or a video symbol next to it. Simply tap the AirPlay speaker you'd like to use. Your music will seamlessly switch to playing through that speaker. Now swipe Control Centre downwards to close it.



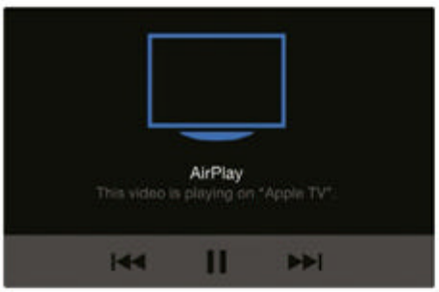
4 Control your music

With the music coming out of the AirPlay speakers, you can control it directly from your iPhone: play, pause, skip or control the volume. To switch AirPlay off, open Control Centre, tap AirPlay again, and pick iPhone. This returns the controls to just playing music on your phone.



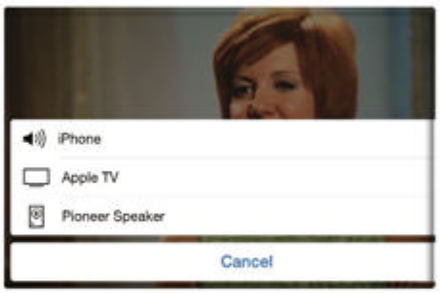
5 Enjoy your videos

The procedure is the same in the Videos app: tap a video you'd like to watch to start it playing. Swipe upwards to open Control Centre, then tap on AirPlay. Your Apple TV (or Mac, if it has AirServer installed – see opposite page) will be included in the list.



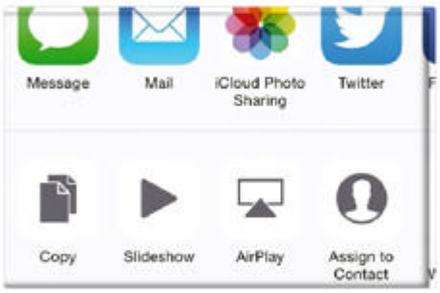
6 Destination Apple TV

Tap a receiver with a video symbol and your video will start playing on it. Your iPhone screen will turn grey and specify where the video is being played. Tap Done and you can control the playback from the comfort of your iPhone using the standard playback controls.



7 Stream from your apps

Some apps (like BBC iPlayer) feature the AirPlay icon on-screen: tap it to pick a receiver. You can almost always divert playback over AirPlay using Control Centre. You might need to swipe upwards once to show the Control Centre handle, then swipe once again to open it.



8 Sharing options

You'll also find AirPlay among the options available to you when you tap the Share button in many apps, including Photos. This works in the same straightforward way: tap AirPlay, then tap the video receiver in the list on which you want to display the selected image or images.

CONNECTION PROBLEMS

AirPlay is so simple to use in iOS 8 that you should rarely have any problems switching output to the device you want. The only thing to watch out for is the difference between receivers capable of video and those capable only of audio. If you do have any problems, most come down to a weak wireless signal. Try to site your speakers closer to your main router if possible, or invest in a wireless range extender (such as an Apple AirPort Express) to relay the signal to the far ends of your home. You can also try moving the router or speaker around.



Some of the latest printers from leading makers such as Canon, HP, Epson and Brother come with support for AirPrint built-in.

Print from your iPhone

Print photos and documents wirelessly from your iOS device

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5-10 minutes

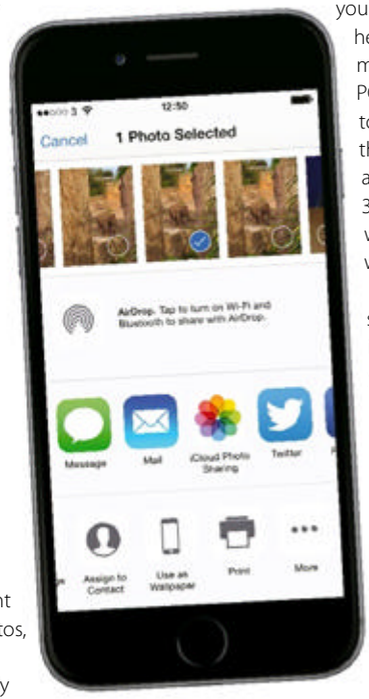
YOU'LL NEED
iPhone, iOS 8, Wi-Fi connection; an AirPrint compatible printer, or else the Print n Share app

Paper is passé and printouts are old hat, but sometimes you just have to have a hard copy of something. You can view websites and read books on your iPhone – particularly on the huge screen of the iPhone 6 Plus – and you can share all kinds of files with colleagues and friends; but if you're delivering a presentation, for example, you might also want to hand out notes on paper, or you might want to print out a poster to put on the wall. The simple solution is a built-in feature called AirPrint, which enables you to print directly from your iPhone or other iOS device to a compatible wireless printer.

Except for the very cheapest models, a wide range of home printers are AirPrint-compatible – check the list at http://bit.ly/AirPrint101, where you can also read more about how it all works. AirPrint is built into iOS, so you don't need any extra software or apps in order to print, though some printer manufacturers also have free iOS apps that you can use to select advanced printer settings from your iPhone or iPad.

AirPrint enables you to print directly from your iPhone or other iOS device to a compatible wireless printer

To use AirPrint, you simply set up your printer on the same Wi-Fi network as your iPhone, iPad or iPod touch, and use the Print option available in iOS apps, including Photos, Safari, Mail and most third-party apps you install. Your iPhone or iPad will automatically detect the printer on your network and connect to it in order to print. What's more, multi-page documents are printed with the last page delivered first, so the final stack of paper is in the right order for you to pick up and take away.



In most apps, you can tap the Share button and find Print among the output options on offer.

Not AirPrint compatible?

Even if your printer isn't AirPrint-compatible, there's a handy solution: install an app called Print n Share Pro (£3.99 / $5.99). This will enable you to use any printer attached to your Mac or PC. You'll need to install a free helper utility called WePrint from http://mobile.eurosmartz.com on the Mac or PC, which then enables your iOS device to relay to any printer that's connected to the computer via USB or Bluetooth as well as Wi-Fi. You can even print remotely via 3G/4G, so your document is ready and waiting for you to pick up on your printer when you get home.

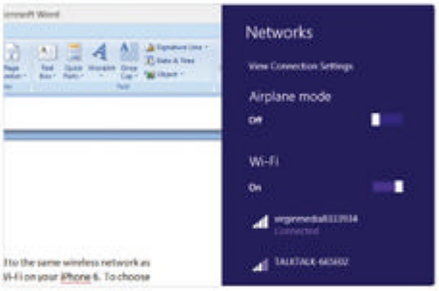
Printing from some apps isn't as straightforward with Print n Share as it is with AirPrint: from Pages, for example, you first need to use Open With to send the file you want to print to Print n Share. Once it's set up, though, Print n Share offers other useful features, including the ability to zip and unzip files and support for cloud storage services such as Dropbox and Google Drive. At the price, it's worth adding to your armoury as an adjunct to AirPrint!

HOW TO | PRINT WIRELESSLY FROM YOUR iPHONE USING AIRPRINT



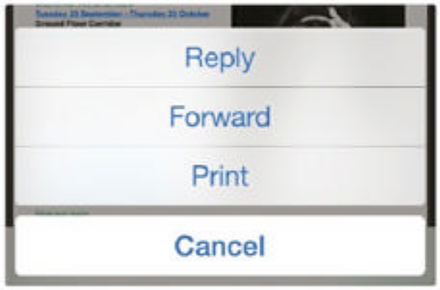
1 Set things up

Your iOS device and AirPrint printer need to be connected to the same wireless network. On your iPhone, check your network details under Settings > Wi-Fi. If you want to switch to another network, tap Wi-Fi and select the other network from the list that appears.



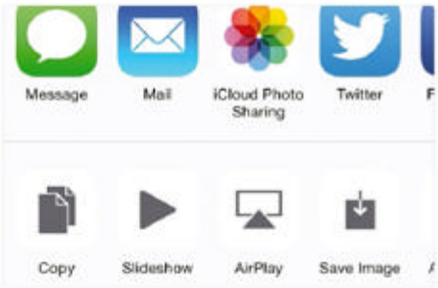
2 Check printer setup

An easy way to check your printer's setup is to open a document on your computer and press ⌘+P (Ctrl+P on PC) for the Print menu. If the printer is connected to the same network, it will be listed under Printers. Click the Wi-Fi icon on the computer to see the network name.



3 Print an email

For the Print option in the Mail app, oddly, you need to tap the Reply button. Tap Print and a Printer Options menu should appear, with your printer listed next to the word Printer. Tap + if you want more than one copy, then tap Print to send the document to your printer.



4 Print a photo

In most apps, Print appears among the Share options. To print a photo from the Photos app, for example, tap the photo you want to print, then the Share button (a square icon with an arrow pointing out of it). Two rows of sharing options will appear in the panel that pops open.



5 Print multiple photos

Swipe to the left on the lower row to find the Print option. Tap any additional photos you also want to print. A blue tick appears on each selected shot; to deselect one, just tap it again. When you're ready, tap Print. Then, in the Printer Options menu, tap Print again.

PRINTER APPS



Many printer makers offer iOS apps, usually free. These often have extra features such as options to print more than one item on a page, or to add effects to your photos before printing. The HP AIO app let us crop and rotate our photo, for example. Canon's Easy-PhotoPrint and Kodak's Pic Flick are also handy. Check the App Store for compatible apps for your printer.



6 Print from Safari

Printing from Safari works in the same way. First, however, check if the web page can be printed in Reader View (plain text). A three-bar symbol at the top of the web page shows that it supports this mode. Tap this to make the page text-only, then tap Share > Print as before.



7 Check print progress

To check on a print job, double-tap the Home button to go to Multitasking View. Swipe left to right until you see a new icon on the far left: Print Center. This appears only when you're printing, and always at the far left-hand end. If it's not there, printing has already finished.



8 Cancel printing

If Print Center is available, you can tap it to view how many pages remain to be printed. If several items were sent to print, they're listed in the order in which they'll print. Tap an item to see its individual status and, if it is still pending, to cancel printing that item, if need be.





iPhone 6
MADE SIMPLE

Photography

See why iPhone is one of the world's most popular cameras

92 **iPhone photography**
The iPhone 6's camera is a brilliant perfomer, partnered with state-of-the-art technology

98 **The Camera app**
Get to know the iPhones Camera controls and start taking better pictures right now

102 **Get to know the Photos apps**
How to store, manage and share your prized photographs (and delete the rubbish ones)

104 **Store your snaps in the cloud**
We'll show you how to use Apple's iCloud Photo Library to back up all your precious shots

108 **Editing your photos**
You can make your photos look even better with the iPhone's built-in editing tools

110 **Share Instagrams and Vines**
Use popular free apps to create and share brilliant photos and video clips

112 **Record a time lapse video**
The iPhone 6 can now shoot high-definition video, including cool time lapse sequences

114 **Video editing in iMovie**
Download Apple's free movie editor and turn your videos into cinematic masterpieces!

The world's most popular camera

The iPhone is many things, but its prowess at taking and sharing photos is unsurpassed

Without doubt one of the killer features of the iPhone is its camera. For many years now the iPhone in all its variations has been the most popular camera used to upload images to the photo-sharing site Flickr. In fact, the top three cameras uploading to Flickr of any type are all iPhones, beating other popular makes of mobile phone and DSLR.

Naturally, always having a camera in your pocket – and one that is constantly connected to the internet – is part and parcel of this popularity. However, there are plenty of other features that help make the iPhone camera one of the most popular and useful out there.

The high-quality results from the iPhone are thanks to the incredible hardware and software integration that only Apple can deliver. The iPhone 6 and 6 Plus represent the very latest in precision engineering and as ever Apple has managed to pack in the same high-quality optics as well as a range of new features.

See, snap, share

The ability to take, share and save images so easily also helps to set the iPhone apart from other mobile devices. The camera is super-fast and simple to use and, thanks to iCloud, you know that all your images are saved and backed-up the instant they're taken so you'll never lose any of those precious memories. Even better, the ease of sharing means that when you capture that perfect shot it takes just a few taps to let your friends and family see your best images.

The final piece of the puzzle is the wealth of apps that let you shoot snaps, edit your photos, tweak the colours, add filters and effects and otherwise improve and enhance your images. There's a bewildering array on the App Store, but we pick out our favourites on page 96.



QUICK LOOK | THE iPHONE CAMERA

The iPhone 6 camera is a marvel of miniature engineering with a five-element lens and sapphire lens cover.



Lens

1 The iPhone lens is a big part of the quality of images the camera manages to produce. A sapphire crystal cover protects the five-element f2.2 lens, so the lens from front to back is super strong as well as great quality.

Image stabilisation

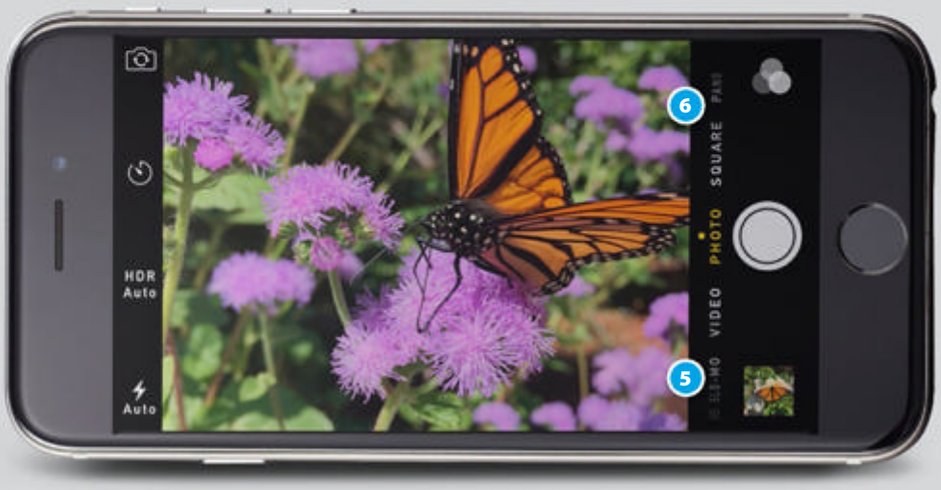
2 The iPhone 6 Plus benefits from optical image stabilisation (not pictured) where the lens actually moves at incredible speeds to help keep things steady no matter how shaky your hands are.

True Tone flash

3 The flash on the iPhone has come a long way from the first basic lighting options you used to find on phones. It now delivers much more realistic and pleasing results thanks to the dual-LED 'True Tone' processing.

CCD

4 The 8 megapixel CCD offers the usual quality you'd expect from an iPhone and also benefits from focus pixels and an Apple-designed image signal processor, allowing the camera to focus much more quickly.



Slow motion

5 Slow motion video at up to 240 frames per second video recording is now available on the iPhone 6 and it allows you to capture video in 1080p HD too.

Shooting modes

6 The iPhone 6 and 6 Plus now have even more shooting options with standard photo, square images, panoramic, video, slow motion and time-lapse modes available.

Tips and tricks

Some useful nuggets of advice to improve your iPhone photography

Fill flash

The iPhone camera is superb in the right lighting conditions with everything left on automatic, although you can get more from your shots by taking a little bit of manual control. When taking a portrait in daylight the flash is unlikely to fire, but you can get better results by forcing the flash on even when there's enough ambient light. Fill-in flash as it's called can help to bring out detail by reducing the shadows caused by harsh direct daylight. So, next time you're taking a family portrait outside, consider changing the flash from Auto to On and see how it can improve your results.



Joby provides a number of portable tripods and stands, which are ideal for iPhonography.

Other lenses

The camera lens on the iPhone 6 and 6 Plus are great, though with just the one fixed lens arrangement framing your shot can be tricky. Of course, you could use the digital zoom, but quality suffers when you do, as it simply enlarges a portion of the image. All is not lost however, as there are some third-party add-on lenses available that offer you an impressive range of flexibility for your iPhone photography. The 4-in-1 Photo Lens from Olloclip pops over the existing iPhone lens and offers you, as the name hints at, four different lens options. They're quickly interchangeable and the fisheye, wide-angle, 10x macro and 15x macro lenses give you a great range of alternative shooting options. The 4-in-1 Lens costs £59.99 from Ollclip.com.



The Olloclip 4-in-1 Lens.

Tripod

A tripod for your iPhone can really help with creating interesting compositions and using the camera in low light situations. Lying flat on the floor to get a low angle shot is no fun, but with an iPhone tripod attached you can get the shot much more comfortably. As well as this a tripod can help with those late night shots where holding the camera steady enough to get sharp images is tricky.

Preview Filters

Thanks to the intuitive nature of iOS even absolute beginners will likely know how to take a picture within seconds of being handed an iPhone, but there are some great tricks up the built-in camera app's sleeve. Open the app and before taking your picture tap on the three grey circles icon at the bottom right of the screen. This option brings up the filters menu and you can live preview what effect these will have on your final image. There are nine different filters built in and all you have to do is tap on the one you like best and get shooting. You'll notice that the three grey circles turn to red, green and blue, this is to let you know there's a filter selected.

Self-timer

Taking selfies with an iPhone is easy with the rear-facing camera and big screens of the 6 and 6 Plus, just point and shoot. You can, though, make your selfie shots even easier to take with the self-timer option. Tap on the icon which looks like a clock face and you have two options to choose from: 3 seconds or 10 seconds. Now, you have some time to prepare your perfect posing face when taking that selfie. Tap the shutter button and the screen will show you a countdown so you know when the shot is coming. If you use the self-timer with the front camera the flash will blink to give you a visual indication of how long you have to prepare.

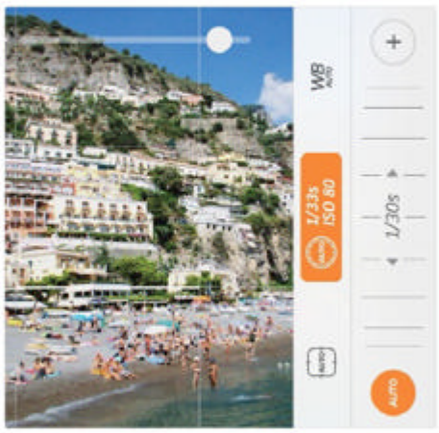
HDR – HIGH DYNAMIC RANGE

For really dramatic looking pictures – like the ones Apple uses to show off during a keynote when it launches a new iPhone – you can use the HDR setting to get brilliant results. HDR stands for high dynamic range. In simple terms the camera takes three images at different settings and sandwiches them together. This, along with some clever in-camera processing, creates some otherworldly images that really help to make your pictures stand out.



HDR mode lets you take good shots in awkward lighting conditions

IN BRIEF | SIX GREAT CAMERA APPS



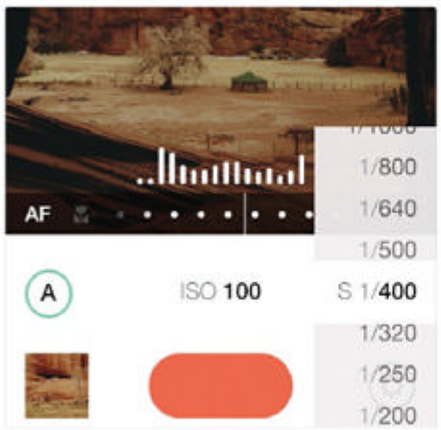
Camera+, £1.99

Enhance the capabilities of the iPhone 6 with this great app that extends the usefulness of the already fantastic camera. Camera+ allows you to set independent exposure and focus zones as well as offering a host of pre-defined scenes for simpler, more accurate exposures. As well as syncing seamlessly with iCloud you can add effects with a simple tap or get more defined results with a set of brushes. There are border options and you can even add captions to your images all from within this one great app.



PureShot, £1.99

Many camera apps give you all manner of bells and whistles to manipulate your images digitally. PureShot, however, takes a slightly different approach: instead of giving you a load of artificial digital tools, the app lets you take full control over the settings to capture the best pictures without filters. You have manual control over white balance, focus and exposure as well as shutter speed and aperture. These options ensure that you get quality results before any digital manipulation begins.



Manual, £1.49

If you're coming to the iPhone from traditional digital cameras, and frustrated at not having control over things like exposure, shutter speed, ISO and so on, Manual will help bridge the gap. It features things like a live histogram and exposure monitor, and all the controls are right there on screen so you don't have to go digging through arcane menus and icons. It's designed for "photography nerds" says its developer, but anyone with a basic understanding of art will be able to use it to improve their images.



ProCamera 8, £1.99

As the name suggests ProCamera 8 is aimed at those who take their iPhone photography a little more seriously. If you're planning to use the camera extensively and are exacting about the results you're after, this app may well be the one you need to invest in. It boasts a range of high-end functions with excellent HDR and exposure tools for shooting in difficult lighting conditions. It also has the option to quickly upload your shots to a host of photo sharing sites.



Perfect B&W, £1.49

No prizes for guessing what this app does to help you get the very best from the iPhone camera. For those who like mean and moody monochrome pictures Perfect B&W is probably the perfect app. You can compose and shoot black and white shots as well as convert existing images in your camera roll and fine-tune to your heart's content. Conversions are non-destructive so you'll never lose the colour image even when you shoot in black and white.



MoviePro, £2.99

Of course, it's not just the stills capability where the iPhone shines, it's also incredibly capable as a video camera. MoviePro is a feature-rich app that brings you extra control over recordings with features like focus and exposure lock and quick access to pre-set modes allowing you to make the most of any situation and record the best video and audio. There are controls for microphone input and it supports Bluetooth microphones for even better quality sound.

Editing software

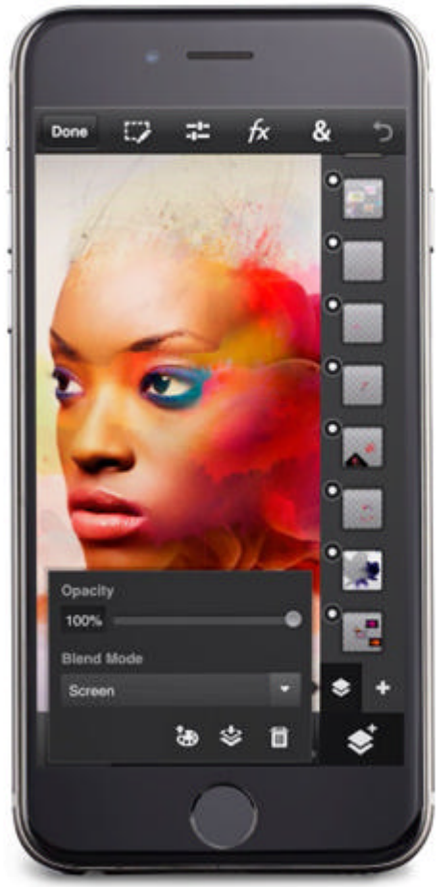
iPhone has done its job, now it's your turn

One of the best things about the iPhone 6 and 6 Plus is just how good the images are when you press the shutter. Apple has a real skill when it comes to hardware and software working in tandem and all this technological magic combines to produce breath taking results. For example, the technology behind the scenes such as the focus pixels and high quality f2.2 lens are just a small part of how the hardware functions to ensure great pictures. The way the software processes the images that the hardware captures also helps to ensure the sharpest shots taken at incredible speed.

However, even with the best pictures there's always room for improvement and, if you feel so inclined, a bit of judicious editing can go a long way to making a good shot great. The tools included by Apple in the camera app itself are pretty good for basic edits such as cropping and adjusting brightness, as well as some filters, but there are many, very good alternatives.

It's no secret that one of the huge advantages Apple has with iOS is the App Store. Not only are there thousands of apps to choose from, but they're often fantastically well put together and enable you to do more than even Apple imagined possible. Image editing apps are no exception; the range of tools on offer is truly mind-blowing and many harness the power that lies at the heart of every iPhone 6 and 6 Plus to great effect.

Whichever apps you choose they're sure to provide you with great fun and flexibility when it comes to editing your images. Here are eight of the best for you to take a look at.



IN BRIEF | EIGHT APPS TO ENHANCE YOUR PHOTOS



Photoshop Touch, £6.99

Adobe Photoshop has been the dominant software for image editing on the desktop for decades and now you can have that power in the palm of your hand. Not all the heavyweight features of the app are available, but the range of editing tools is fantastic. You have access to layers and brushes as well as built-in filters to make creative changes. The app syncs with Creative Cloud, too, should you want to move your images to your Mac and carry on editing.



Snapseed, Free

This app is all about simplicity in image editing; it's easy to use and there's no need to master tricky gizmos or terminology. With full-screen previews and tools that use just a few simple buttons you can edit your pictures really quickly and get impressive results with a minimum of effort. There are automatic correction settings that with one tap will improve the overall image, as well as a host of extras such as automatic cropping and straightening.



Popsicolor, £1.99

Here's a neat tool for bringing your creativity to life and which offers something a little different from the usual image editing apps. Popsicolor takes your existing images and turns them into beautiful pop-art-style illustrations. You choose two colours from a palette of 24, with warm and cool options to help make the perfect blend. You can produce professional-looking results with little effort, and then export your creations directly to all the usual social media sites.

IN BRIEF | EIGHT APPS TO ENHANCE YOUR PHOTOS



MullerPhoto, £0.69

Michael Muller is Hollywood's most sought-after celebrity photographer and his style has often been copied. Here, he's helped create an app that enables you to mimic his style and generate stunning results from your iPhone photos. The app has a blending pad that allows you to add a host of effects to generate some fantastic results, giving your images a really professional look and feel. There are many different styles and the results you can get from a few simple gestures are well worth the investment.



Tangled FX, £1.49

Some photo effects apps don't do a great deal to your images other than boost the colour a bit; Tangled FX is not one of those apps. If you want to give your photos a more distinctive finish, something really different, then this app is definitely worth downloading. The app creator puts it best saying, "you would never expect that your photos had such beauty hidden in them". Strokes and swirls of detail are brought to the fore giving an artistic, curiously organic finish to your images.



Waterlogue, £1.99

If impressionist watercolour masterpieces are your thing then Waterlogue will be right up your street. Those who always wanted to be an artist, but never quite had the skill or training will welcome the tools on offer. This brilliant app turns even the most mundane pictures into fantastic looking watercolours, with little more than a tap on the screen. There are some example images to get you started, and if the dozen pre-set styles aren't quite right, you can always tweak the brush size and brightness.



Mextures, £1.49

For photos with a distressed, atmospheric look, Mextures is ideal. It works by layering up various textures – grain, light leaks, grunge, gradients and so on – which you can apply with control over the transparency and transfer mode. As you combine the layers so your image loses it's 'just shot yesterday look' and takes on a very different feel. Photos of new buildings look like they were taken a hundred years ago, while bright blue skies become moody and solemn.



Faded, Free

Another fine app for adding mood to your photos is Faded, which applies filters, overlays, gradients and light leaks to create specific looks. You can mix and match the elements and then save these as an Action to be recalled for later use. You have lots of control over how the layers are combined, and a history system lets you revert back to a previous stage. The only downside is that you have to pay for additional filters, but the compete pack costs just £2.99.

Jargon Buster

CCD image sensor
The CCD – or Charge Couple Device – is the sensor that converts incoming photons into electrical signals, and then into pixels stored in an image file.

EXIF
Exchangeable Image File data is embedded in your images and includes the date and time, resolution, aperture, shutter speed, ISO and other settings.

ISO
ISO refers to the sensitivity of the CCD. The higher the sensitivity rating, the better its ability to detect light, but the grainer the resultant images.

Megapixel
Used to measure the resolution of a CCD in cameras. One megapixel is one million pixels; the iPhone 6 produces eight million pixels (3264x2448 or 7.99 megapixels).

The Camera app

Get to know all the features of the built-in Camera app

1 Switch cameras

Like all current iOS devices, the iPhone 6 and iPhone 6 Plus boast two cameras: a more powerful iSight one on the back, and a more basic FaceTime one on the front. To switch between them, just tap this camera-switching icon. The rear camera will give better results, and features such as the flash, HDR mode and Panorama can be used only with the rear camera. Both cameras feature face detection, though, to make sure that people are properly focused and exposed for in your shots.

2 Timer

Tap this button to bring up the timer options in the iPhone Camera app. It's fairly limited in options (you can choose only 3 or 10 seconds), but it should give you the extra time you need in a pinch.

3 HDR mode

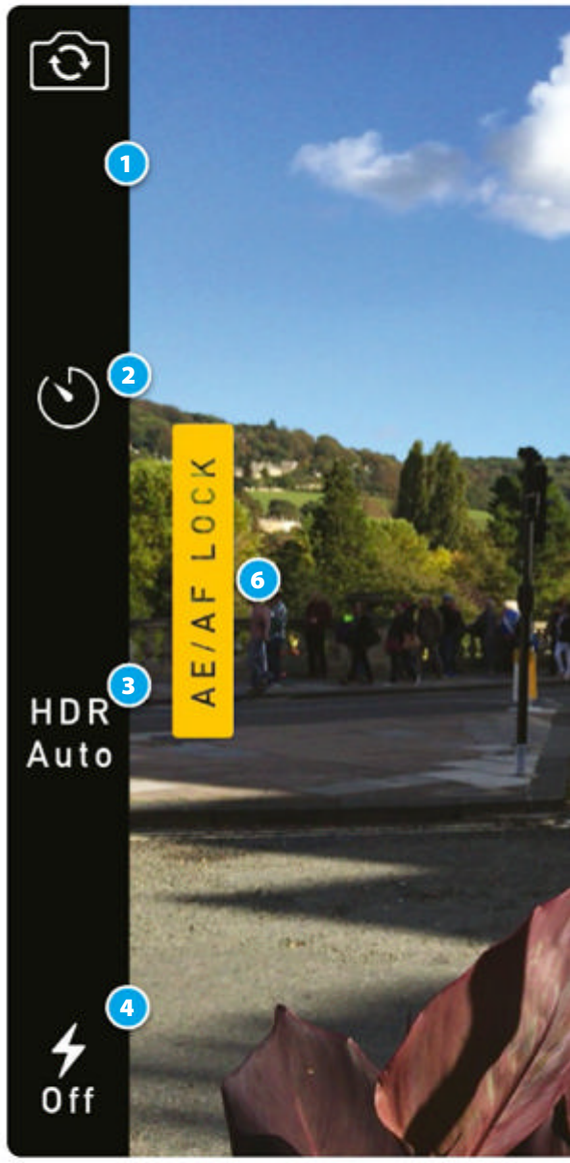
To activate High Dynamic Range (HDR) mode, tap this button. (There's more about HDR mode on the next page.) When it's off, the text is white; when it's active, it's yellow. When you take an HDR shot, the camera is slower and needs extra time to process the image, so make sure you turn it off for when you need to take quick shots.

4 Flash

Tap here to bring up the different options for the flash on your device. You can choose to have it on Auto mode, where it will fire only if your device detects that it's dark enough to need flash; you can force the flash on, so that it fires every time you take a photo, which can help fill deeply-shadowed areas, particularly in backlit subjects; and you can turn the flash off, so that it never fires. The flash on the iPhone 6 and 6 Plus will automatically adjust itself to match the colour temperature of the room you're shooting in; other devices have just a single-colour flash.

5 The viewfinder

Most of the screen space in the Camera app is devoted to letting you see what you're shooting. Tap anywhere on the screen to set a point for the focus and exposure, or if you're taking a photo of people, you can let the face detection and autofocus do this for you – any faces that it's identified will be highlighted with a yellow box. You can zoom by unpinching on the screen, but this is only a digital zoom, not optical, which means it's just enlarging an area of the frame and so it will reduce the quality of your photo.

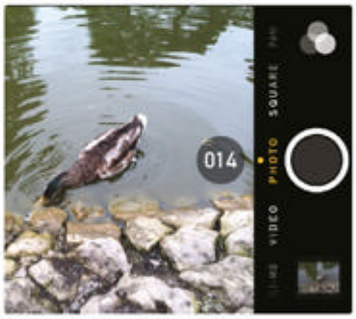


6 Exposure controls

Once the focus is set when taking a photo, you can drag your finger up and down on the screen to manually adjust the exposure level of the shot, making it brighter or darker as needed. This can be a little fiddly to get right at first – make sure that you swipe pretty much immediately after placing your finger on the screen, so that you don't accidentally refocus instead.

Burst mode

The iPhone 6 and iPhone 6 Plus both offer a burst mode, meaning that if you hold the shutter button down instead of just tapping it once, the camera will keep taking photos at a very fast speed – many pictures every second – with a little counter in the viewfinder telling you how many it's taken. Once you've shot them, you can review each batch of photos to pick out the best one to keep, though the iPhone will actually analyse them and select the best for you. It's easy to then delete all the ones you don't want in one tap, so they're not taking up space.



For older iPhones, there's an app called SnappyCam that can perform this kind of burst photography with a small reduction in photo quality.

9 Shooting mode

Swipe across the list of camera modes to switch between them. Photo mode is normal shooting; Square takes square photos; Panorama mode enables you to take super wide photos; Video mode is normal video recording; Slo-Mo mode takes video at very high speed; and Time Lapse takes a series of photos over time and turns them into a video.

10 Photo library

Tap here to be taken instantly to your Camera Roll, where you can review your photos, make some advanced edits, sort and delete shots, and even share them to some social networks. If you've been shooting using burst mode, this is where you can select which was the best shot from the many that were taken, and delete the rest.



7 The shutter button

Tap this to take a photo! If you're in video mode or Time Lapse mode, this appears red, so it's easy to see if you're about to accidentally record video instead of take a quick snap. On iPhone 6 models, tap and hold on the shutter icon to activate the burst mode – it will keep taking photos at a rate of 10 per second as long as you hold it down.

8 Filters

Tap here to bring up the filter options – you'll be given a screen of filter thumbnails, with a live view from the camera in each. Tap one that you like to view the effect on the image fullscreen, so you'll know exactly how the photo will look in the end with the filter applied. For more information on the filters, see the next page.

Shooting shortcuts

Here are a couple of handy shortcuts in the Camera app. First, when you want to get snapping fast, you can jump to the Camera app from the Lock Screen by swiping the camera icon in the bottom right corner upwards.

Instead of using the on-screen shutter button to take a photo, you can also press the volume up button on the side of your device. If you're using earphones that have inline controls, you can even take a shot by pressing the volume up button on the cable.

CAMERA APP | IN DEPTH

Find out more about the Camera app's special features and options

Shooting Mode

There are six camera modes you can choose from on the iPhone 6 and 6 Plus. The normal mode, 'Photo', takes simple pictures in wide or tall format (depending on which way round you hold the device). Tap the shutter icon to take photos, or hold it down to take multiple photos continuously.

The 'Square' mode behaves just like the Photo mode, but it takes photos in a square shape instead of rectangular. This is great for Instagram users.

The 'Video' mode records video, naturally, at 1080p Full HD quality. The viewfinder changes slightly in this mode, becoming more see-through, so you can see an exact reproduction of what will be recorded.

The 'Slo-Mo' mode records video at high speed, so that it can then be played back dramatically slowed down. The default is 240fps (compared to 30fps in standard video recording), but you can choose 120fps instead.



The 'Panorama' option enables Panorama mode, bringing up the options you need for sweeping vistas.

The 'Time-Lapse' mode shoots photos automatically over time, then stitches them together into a movie.

Time-Lapse

Time-Lapse photography lets you see things that normally take a long time happening quickly. Classic examples are of flowers opening from buds or clouds rolling across the sky – all visible in just a few seconds of video. In iOS 8, there's an option for recording Time-Lapse footage in the main Camera app. To use it at its best, you'll want to set your phone up somewhere stationary (perhaps even with a tripod and mount). Switch to the Time-Lapse mode, press the red shutter button and the iPhone will take photos automatically – just stop it when what you want to record has finished. It then adds all the photos together into a movie, animating the whole time period you recorded into just a few seconds of footage.



HDR

High dynamic range images are created by taking three shots – one at high exposure, one at low exposure, and one in the middle – then combining them to create an image that has more detail than is possible to capture in one shot. The idea is that the results look more like how our eyes see things than cameras do, with much more nuance. Your device's HDR mode does all this work for you, snapping the exposures it needs and then combining them. This means that taking an HDR photo is slightly slower than a normal photo, but the results can be superb.

A low exposure shot is taken to capture detail in the highlights. Anything in shadow will be too dark to make out, but detail in bright areas and lights will be much more distinct.



A high exposure shot captures the details in the shadows. Any bright areas will be severely blown out, but detail in those areas has been captured in the low-exposure shot…



The shots are then blended with a midtone exposure shot, so you get maximum possible detail in both the bright and shadowed areas – impossible to capture in a single photo normally.



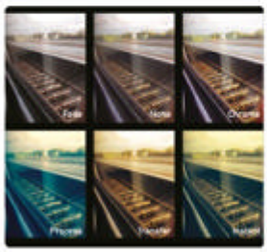
Panorama

Panorama mode in iOS is simple to use. Select this mode, hold your device upright (in portrait, not landscape) and aim it where you want your panorama to start. In the middle of the screen, you'll see an arrow icon in a box. This tells you which direction to move your device – if you want to take a panorama in the other direction, tap the arrow. To begin, tap the shutter icon, then slowly move your device in the direction of the arrow. Try to keep the arrow on the line in the middle. When the arrow reaches the end of the box, you've reached the maximum panorama size – if you want to stop shooting before that, tap the shutter again. Your device captures lots of images as you move it, and stitches them together almost instantly. If you're moving too fast for good results, it will warn you. Finished panoramas are stored in your Camera Roll along with your regular photos.



Filters

With photo filters still hugely popular for sprucing up simple shots when sharing online, the built-in filters in iOS can be really handy. You have eight options (in addition to 'none'), ranging from simple black-and-white in Mono, to high-contrast mono shots with Noir, to analogue effects in Process and Instant. To access the filters, just tap the symbol with three overlapping circles in the corner of the screen. You'll see the camera's view live in all nine filter options; simply tap one to make it fullscreen. The icon with the three circles will switch from black-and-white to colour, to remind you that you're using a filter.



Cleverly, when you take a shot, you're not stuck with that photo always having that filter applied. Instead, the filter is applied 'non-destructively' to the shot. That way, you can open the image in Photos, tap Edit, then tap the filters icon, and remove the filter or even apply a different one at any time in the future.

Image Stabilisation

Most shots we take with our iPhones tend to be hand-held. For this reason the iPhone camera system includes clever image stabilisation processing, to reduce blur in the images from your hands shaking involuntarily. This even includes taking several pictures whenever you press the shutter and combining the best parts into one final image. The iPhone 6 Plus has an extra weapon, too: optical image stabilisation. The 6 Plus detects your hand movement using the M8 processor, then physically moves the camera sensor to counteract it, keeping the lens still overall. This activates only in low-light conditions, though.



iOS PHOTOGRAPHY | TECHNIQUES

Six top tips to help you take even better photos with your iOS device

Your iPhone has a camera as good as many compact digital cameras on the market but, like any camera, it will give you best results if you know how to get the best from it.

1 Master the shutter

The iPhone shutter fires as soon as you press the button on-screen, not when you release it. If you tap and hold, the camera will keep taking shots until you lift your finger.

2 Lock focus/exposure

We've mentioned that you can tap on the screen to set the focus. To *lock* the focus to that point, so that you can recompose the shot, tap and hold instead of just tapping: the yellow rectangle will pulse to confirm. You can then swipe to adjust exposure, and it will lock to the level to which you set it.

3 Clean the lens

Our iPhones spend a lot of time getting greasy fingers on them and being shoved into grubby pockets. Before snapping a special moment, take a second to check the lens is clean.

If you have time to compose, keep an eye on the horizon, and turn the grid on to keep things level



Autoexposure has left the horses and carriage in this shot too dark. Swiping up enables us to boost the exposure, making the horses much more visible (though blowing out the horizon and sky somewhat).

4 Zoom using your feet

Avoid the 'zoom' on your iOS device – it's a digital, not optical zoom, so all it's doing is blowing up a small part of your photo before you take it. You might as well shoot at full quality and crop more carefully afterwards. Instead, if at all possible, just get closer to your subject.

5 Hold still!

Unless you want arty effects, aim to minimise blurring in your photos. Don't jab hard at the shutter button. Avoid shooting while walking – come to a halt first. Tuck your elbows in against your body; take a deep breath, then exhale gently and steadily as you tap the shutter icon. If you're shaky or shooting in low light, brace yourself against a solid object such as a tree or wall or, better still, use a tripod.

6 Watch the horizon

It's all too easy to take off-kilter shots, especially if you're shooting from the hip to capture the moment. If you have the time to compose your shot, keep an eye on the horizon, and turn on the grid (in Settings > Photos & Camera) to help you keep things level. You can fix tilted shots in the Photos app, though.

Get to know the Photos app

Image organising, sharing and editing are made easy with Photos

SKILL LEVEL
Anyone can do it

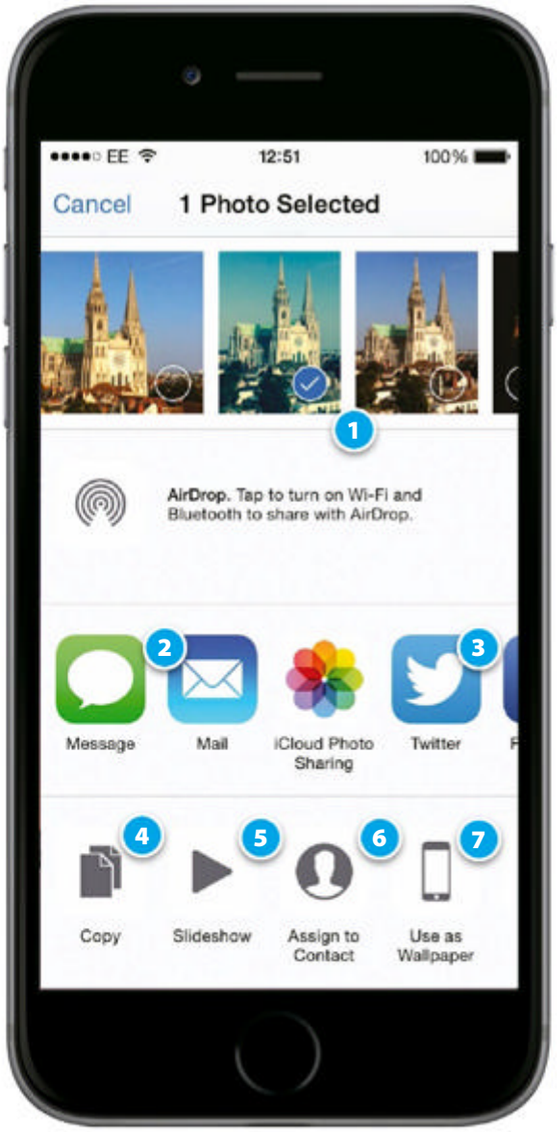
IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

There's an old saying in photography that the best camera is the one that you have with you, and indeed the internet is filled with all kinds of snaps that people have taken on their mobile phones wherever they were and whatever they were doing. But taking photos with your iPhone is just the start…

Luckily, your iPhone comes with the Photos app. It not only enables you to view your snaps and organise them in albums, but it automatically organises your photos into Moments. This means that, if you're taking lots of pictures using the excellent camera on your iPhone, it becomes easier to find exactly the ones you want when it comes to reviewing, editing or sharing your photos at a later date. From Moments, you can move out to Collections (shots taken in roughly the same place over a longer period), then to Years. Tap on part of the Year to zoom in again to a Collection, then tap again to go to a Moment within it. Next to each Moment is a Share button which gives you the option to share the entire Moment or select images within it to share. Tap on an individual photo if you want to view it, edit it or share just that single image.

The editing options were rather basic, but iOS 8 has taken many of the features in the iOS iPhoto app, which is no longer supported, and incorporated them into Photos. Photos is great for making essential edits, uploading pics directly to social media, and syncing albums with iPhoto or Aperture running on a desktop Mac. Here's an overview of the basics…



VISUAL GUIDE | SHARING FROM PHOTOS

The Photos app has all the options you need to get your shots on show

Select photos

1 When you're viewing a single image, tap the Share icon (the box with an arrow pointing out of it) at the bottom left to get to this sharing screen. If you want to select more photos, swipe the strip of shots at the top to the left or right, then tap the circle to select the image or images you want. If you tap Share in Moments view, then Share Some Photos, you can pick the shots to share but don't get the same easy method to pick more images.

Messaging

2 As well as using AirDrop (see page 74), you can directly share your selected picture(s) via iMessage or email, or by uploading to iCloud. Tapping the email button opens a new email message with the picture already set as an attachment. Simple!

Social media

3 Swipe the row of icons to the left to see more options for sharing via your social networks. Twitter enables you to write a tweet with your picture attached, while Facebook offers you choices about what to write, which album to upload to and who can see the photo. Choosing photo-sharing site Flickr lets you upload to specific sets too.

Copy

4 Tap here to copy the image to the iOS pasteboard. You can then paste the image into various default or third-party apps, such as email clients or photo editors.

Slideshow

5 If you want to show off a selection of your images, you can tell Photos to display a slideshow. The Slideshow button does this on the device itself, while the AirPlay button enables you to stream it to an AirPlay device, such as an Apple TV hooked up to a TV. See page 76 for more on using AirPlay.

Assign to a contact

6 Tap to associate the selected photo with a person among your Contacts. You'll see that image when you make or receive a call.

Use as Wallpaper / Print

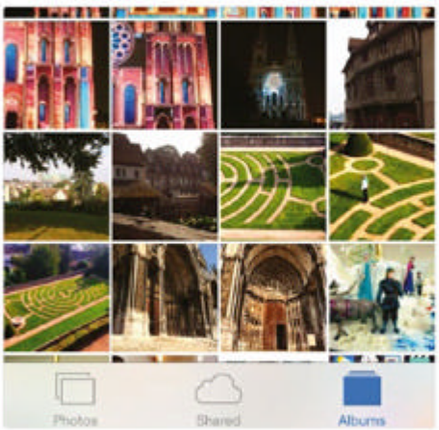
7 Tap here to make the selected photo the background image on your device. You can crop and scale the image and then set it as either your Home Screen, the Lock Screen or both. Scroll across and you'll see the Print icon. Tapping this enables you to choose between compatible printers on your local network, and to set the number of copies – see page 88.

HOW TO | ORGANISE YOUR iPHONE SHOTS



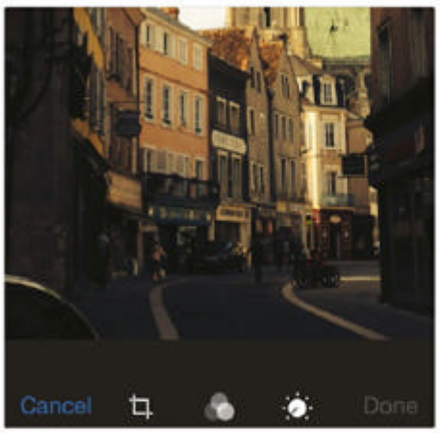
1 Moments

If you've already got photos on your iPhone when you first open the Photos app, you'll see the Moments screen. This makes a good starting point: from here you can easily see when pictures were taken, and they're conveniently arranged ready for you to delve deeper and find exactly the one you want. Tap on the Share option next to a Moment and you can choose to share that entire Moment or select images within it to share.



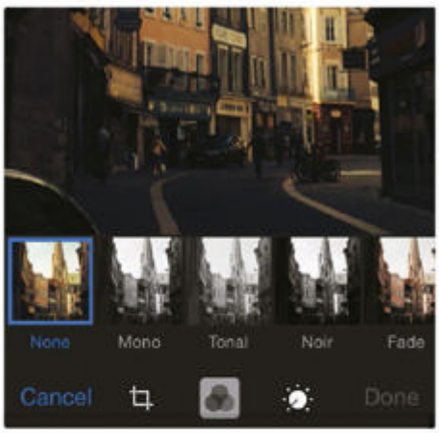
2 Albums

Albums enable you to organise your photos yourself rather than letting the Photos app do it for you. At the foot of the Moments screen is an Albums button. Tapping this takes you to a new screen with a + symbol in the top-left corner; tap this to create a new album. All your Moments should then pop up. Scroll through and select the pictures you want in the new album (they'll be copied, not moved), then tap Done when you're happy to save the album.



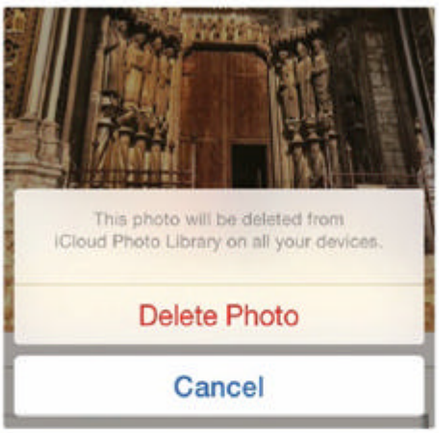
3 Editing

Tap a single image to open it, then tap the Edit button (top right). You can rotate it or crop it using the Crop tool (first on the left), or apply a filter (the middle option). Tap the dial icon (on the right) to adjust Light or Colour or convert to mono. You can then access sliders to adjust different aspects of the image. Auto-Enhance (top right) will attempt to 'fix' exposure and colour automatically. It doesn't do a bad job if you're in a hurry, but won't always get it right.



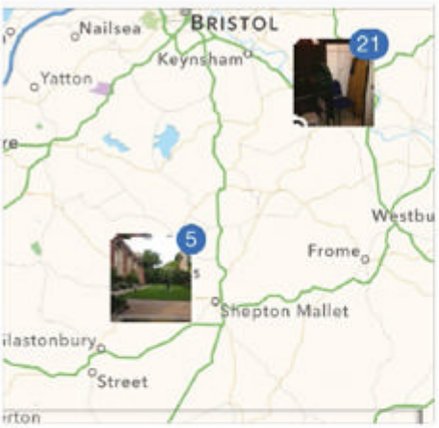
4 Filters

Tap the Filters icon (centre) for a choice of filters – the same filters on offer in the Camera app, but here you can apply them to an existing photo. It isn't anywhere near the range of effects available in the myriad of photo-effects apps in the App Store, but they're not bad – the mono options in particular are useful. If you apply an effect and save the image but later change your mind, you can reopen the image and apply a different filter, or none, at any time.



5 Deleting

Taken too many photos and they're filling up space, or just don't like some? If you're sure you want to delete them, or have them backed up elsewhere so it doesn't matter, hit the trash can icon (bottom right). Note that if the photo wasn't taken on your iPhone but was synced to it from another device, this will remove it from the Photo Stream or iCloud Photo Library on all your linked devices but not delete the original photo on the device on which you took it.



6 Locations

If you've got Location Services turned on, GPS coordinates will be saved along with each picture. (In the same way, if you've synced an album from iPhoto on your Mac, any Places data you've associated with the album comes with it.) In Moments view, tap on Collections at the top left, and the location is listed along with the date range on each Collection. Tap the location to see a zoomable map showing the shots taken there; tap a stack to view the images within it.

Store your snaps in the cloud

Back up every photo you take using Apple's new iCloud system

SKILL LEVEL
Anyone can do it

IT WILL TAKE
Five minutes to set it up, longer to upload photos

YOU'LL NEED
iPhone, OS 8, iCloud account, photos

Keen photographers often become painfully aware of the problems with taking snaps on different iPhones and iPads, and then trying to sync them all up. Apple already has a powerful solution, called My Photo Stream, which syncs the last 1,000 photos snapped on any device linked to your Apple ID, making them available on all your devices. My Photo Stream still works in iOS 8, but Apple is set to introduce a more friendly syncing feature called iCloud Photo Library.

With iCloud Photo Library turned on, any shot you snap on an iPhone, iPad or iPod touch is instantly stored online in your iCloud account. Unlike My Photo Stream, there is no 1,000 image limit, and images aren't removed after six months. From early 2015, you will be able to upload all the images stored on your Mac so every device you have can view every photo you've ever snapped.

The catch? Well, unlike with My Photo Stream, the images you store in iCloud Photo Library count towards your overall iCloud storage quota, and you get only 5GB for free. Apple has made it a lot cheaper to buy additional space, though, with 20GB now costing just 79p a month. iCloud Photo Library also isn't going to be available for Mac OS X until Apple finishes work on the new Photos app for Mac.

One other thing to be aware of is that iCloud Photo Library is currently listed by Apple as beta software. This is a rare move on Apple's part, and it may be that it still has some testing to do – so be sure to back up your iPhone before testing the iCloud Photo Library service. Let's turn on iCloud Photo Library and see how it works…

1 Activate iCloud Photo Library

You'll find the iCloud Photo Library option in Settings > Photos & Camera. Switch the iCloud Photo Library option to On, and further options to Optimise iPhone Storage appear below. With iCloud Photo Library switched on, all the photos you have stored locally are transferred to the storage space on your iCloud account. You no longer sync photos from iTunes (or iPhoto) to your iPhone – they all just sync via the cloud.

2 Beta testing

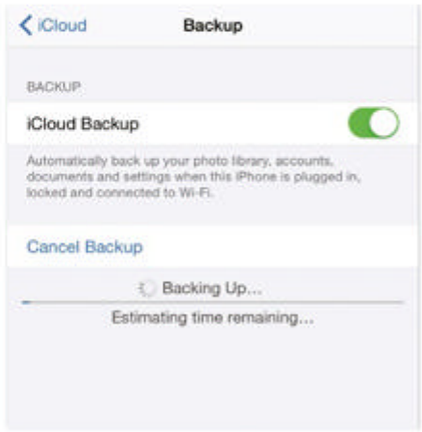
Apple has gone out of its way to point out that iCloud Photo Library is currently in beta. Be sure to back up your iPhone using iCloud Backup or by connecting your iPhone to a Mac or PC and backing up via iTunes. Be sure to back up before turning on iCloud Photo Library (see the 'Back up your shots' box at left).

3 Optimise space

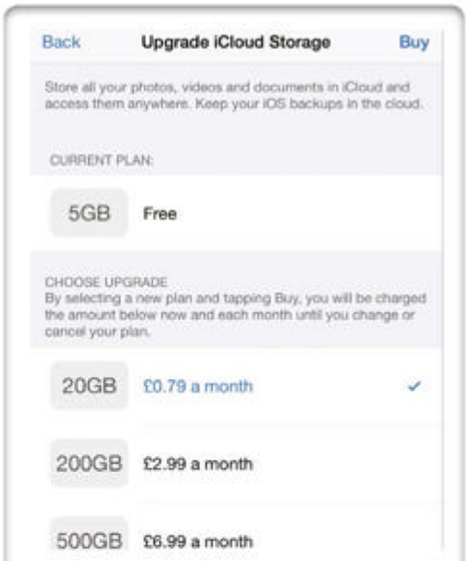
One of the great things about iCloud Photo Library is that it enables you to free up space on your iPhone. This is because iCloud Photo Library can upload the full-size photos to your iCloud online storage space, storing only smaller copies on your iPhone. So instead of Download and Keep Originals, tap the option to Optimise iPhone Storage to keep smaller files on your iPhone and store the full-size versions online.

Back up your shots

Because iCloud Photo Library is currently in beta, you should make sure you back up your photos. Tap Settings > iCloud > Backup and set iCloud Backup to On, then tap OK. If you want to save space in iCloud, you can connect your iPhone to a Mac or PC and use iTunes to back up your photos. Open iTunes, click the Device name, then in the Summary tab click Back Up Now.



It's a good idea to set iCloud Backup to On, and if necessary tap Back Up Now, before using iCloud Photo Library.

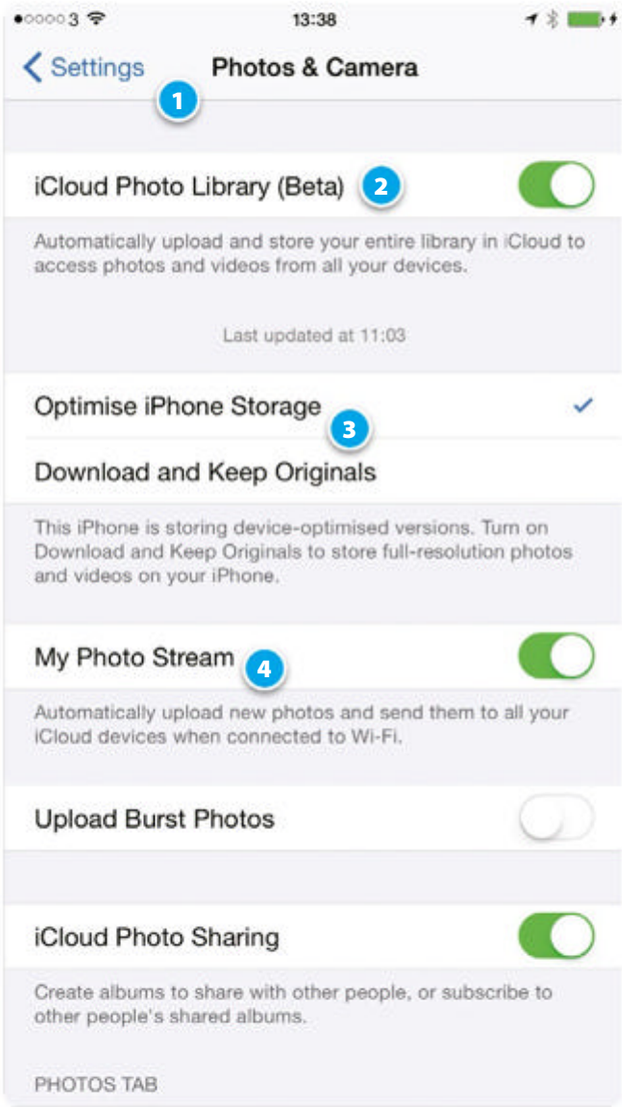


Buy more storage

You might want to buy more storage to back up your iPhone to iCloud and provide more space for online photos. Tap on Settings > iCloud > Storage > Buy More Storage. Now tap on one of the upgrade options and tap Buy. Enter your Apple ID password and tap OK to purchase an upgrade; you will be charged monthly.

7 No more Camera Roll

The Photos tab displays every image you have, and you can still group images into Albums or create Shared Albums to share shots with the world, but there's no longer a Camera Roll. In previous versions of iOS, this was among your Albums. Because all images are now stored on iCloud and accessible via the Photos tab on every device, it makes no sense to divide the images between those in Camera Roll on this device and those in iCloud.

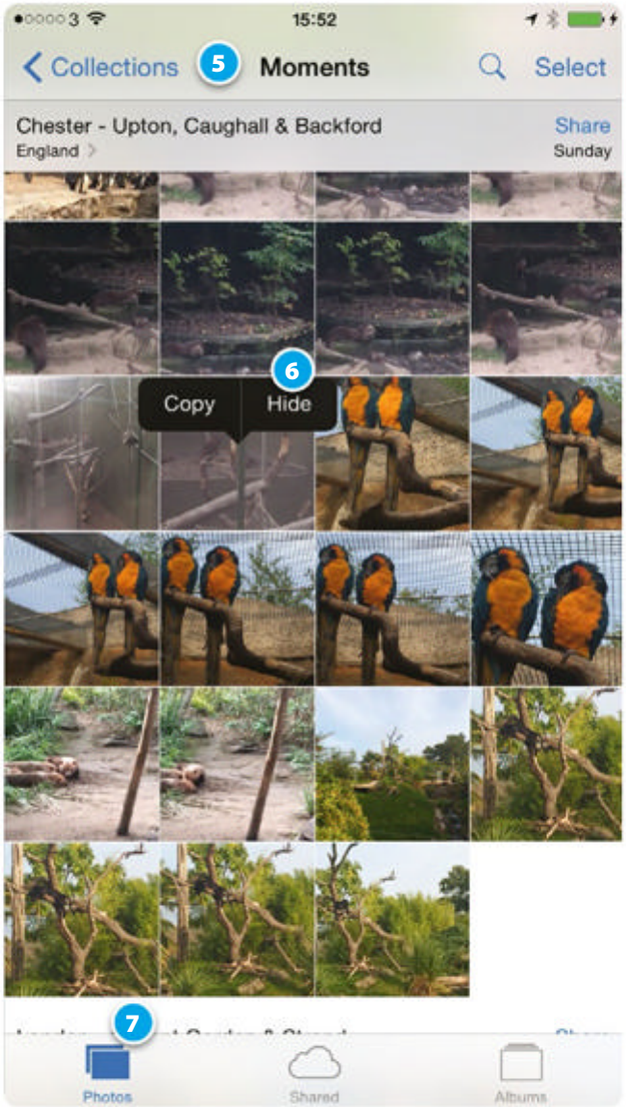


4 Sharing between devices

Apple has not removed My Photo Stream, which also gives you access to your photos captured on different Apple devices. My Photo Stream is handy to keep on, because it enables you to view photos from devices that aren't using iCloud Photo Library – which currently includes OS X and iPhoto.

6 Hiding images

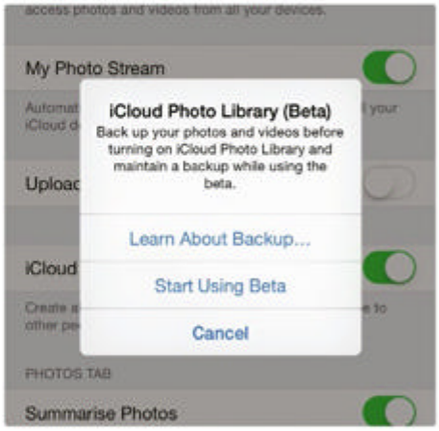
You'll quickly realise that some snaps are better off not on display. You can delete images from your iCloud Photo Library, but what if you want to keep an image around but just hide it? The Photos app features a handy Hide option that enables you to do just that. Tap and hold on the image, and then select Hide. The photo can still be viewed in a new folder called Hidden in the Albums view.



5 Viewing all your photos

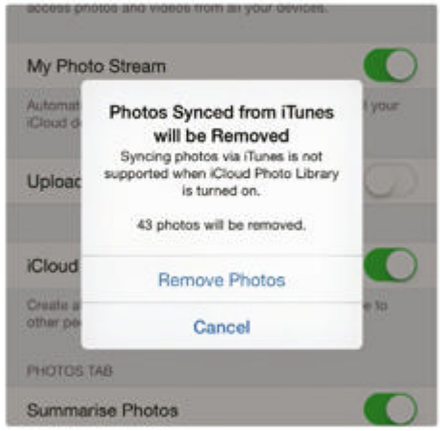
With iCloud Photo Library switched on, the Years, Collections and Moments views in Photos display every photo snapped on all your Apple devices that are using iCloud Photo Library. The Years and Collections views both show a selection of images snapped in a similar time and place, regardless of which device; Moments displays every photo, also grouped by time and place in a similar fashion.

HOW TO | START USING iCLOUD PHOTO LIBRARY



1 Switch it on

First ensure that your iPhone's connected to the internet, preferably using a Wi-Fi network (because you are going to be uploading a lot of images). Start by switching on iCloud Photo Library – it's off by default. Tap Settings > Photos & Camera and switch iCloud Photo Library (Beta) to On. Because iCloud Photo Backup is currently in beta testing, iOS displays an alert window reminding you to back up first – see previous page. Tap 'Start Using Beta' to activate iCloud Photo Library for the first time.



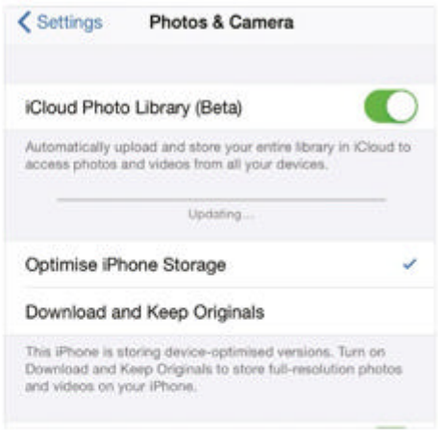
2 Stop iTunes syncing

Photos you have synced using iTunes will be removed from the iPhone; this is because all of your photos from all devices linked to the same iCloud account will appear in iCloud Photo Library, so you no longer have to sync any images from iTunes. The synced photos will still be on your Mac, but you won't be able to sync them without turning off iCloud Photo Library. Make sure you still have access to the photos (in iPhoto on your Mac, or a photo app on your PC) and then tap Remove Photos.



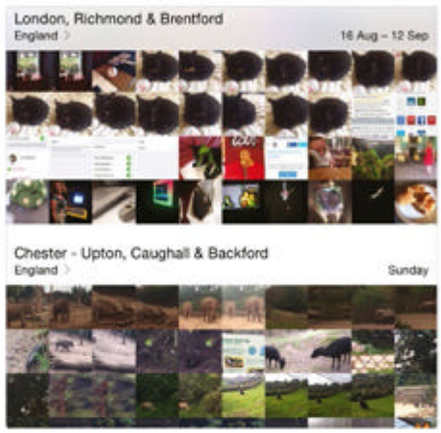
3 Wait for the upload

iCloud Photo Library now starts to upload all the photos on your iPhone to your online storage space. This upload process takes quite a while, depending on how many images you have stored on your iPhone. If you have another device, such as an iPad, you can repeat the process of turning on iCloud Photo Library and watch the images from your iPhone appear in the Photos app on the iPad as they are uploaded (and vice-versa). You can carry on using your iPhone during the upload.



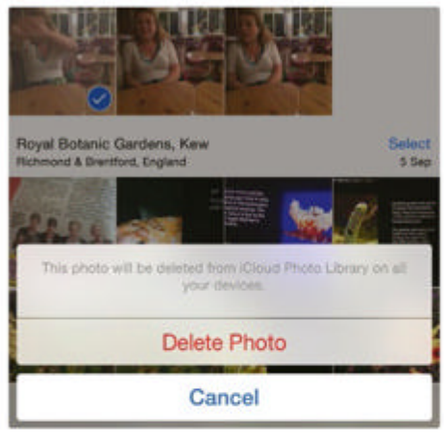
4 Optimising storage

One big benefit of using iCloud Photo Library is that you can save storage space on your iPhone. This is because you store full-size photo files in iCloud but smaller versions of the images on your iPhone (at the appropriate size to display on the iPhone's screen). Tap Settings > Photos & Camera and select Optimise iPhone Storage to keep these smaller files on your iPhone. Selecting the alternative, Download and Keep Originals, will keep the full-size files on your iPhone instead.



5 Viewing your photos

With iCloud Photo Library running, you continue to use your phone as normal. The Photos app now displays all the shots in iCloud Photo Library, and any other devices linked to the same iCloud account (such as your iPad or iPod touch) with iCloud Photo Library enabled will display the same photos under the Photos tab. It's only if you try to edit one that you'll discover it's from another device: Photos will offer to download a copy to edit. You can still create and share albums just as before.



6 Delete unwanted snaps

Unwanted images can be removed from Photos as before. Tap Select, tap an image to select it (a blue tick will appear on each selected image) and then tap the trashcan icon. When prompted, tap Delete Photo to confirm. You can still find a deleted photo in the Recently Deleted album (Albums > Recently Deleted). Deleted files are kept in the Recently Deleted folder for up to 40 days, so there's a safety net if you change your mind. Deleting files in the Recently Deleted folder removes them permanently.

THE 10TH ANNUAL HOT 100

T3

The Gadget Magazine

April 2015 / £4.99

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+GEAR VR ON TEST
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Editing your photos

Adjust your shots and add effects in Photos

SKILL LEVEL
Taking things further

IT WILL TAKE
20 minutes to get started

YOU'LL NEED
iPhone, iOS 8, some photos, optionally some photo editing extension apps

Your iPhone's camera is capable of taking amazing shots, but the fun doesn't end in the Camera app: you can apply a variety of adjustments and effects to liven up your snaps. Photos in iOS 8 has a whole bunch of new editing tools and holds its own against expensive desktop photo-editing apps.

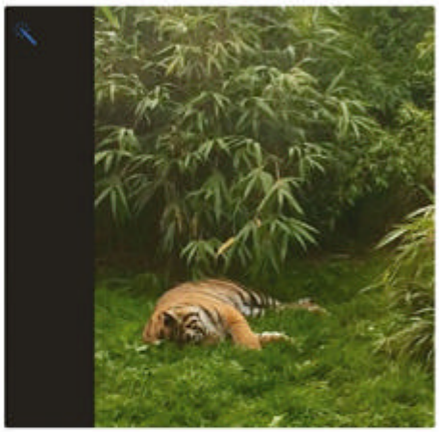
The tools you're likely to use most often are crop-and-rotate and, for portraits, Remove Red-Eye. You may also find the Auto Adjust option handy: one tap of this can improve many images. For more control, though, you'll want to get to know the new adjustment options inherited from iPhoto, which is no longer supported in iOS 8. In Photos in iOS 8 you can manually adjust Light (exposure, brightness and contrast) and Colour, and create custom mono conversions. You'll be amazed at how much control these new tools offer. There is also a range of photo filter effects to instantly add the look of cross-processing, instant-camera shots or 'Chrome' among others. There's everything you need to freshen up your shots or transform them completely.

The real stars of Photos in iOS 8, however, are the extensions. These enable the Photos app to plug into other apps and add a near-limitless range of new effects and filters. Let's get started!

For more control, you'll want to get to know the new adjustment options

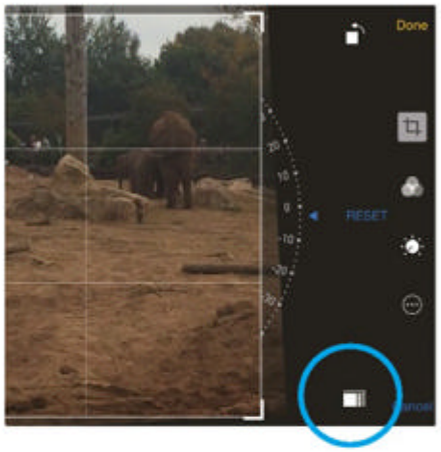


HOW TO | EDIT PHOTOS QUICKLY



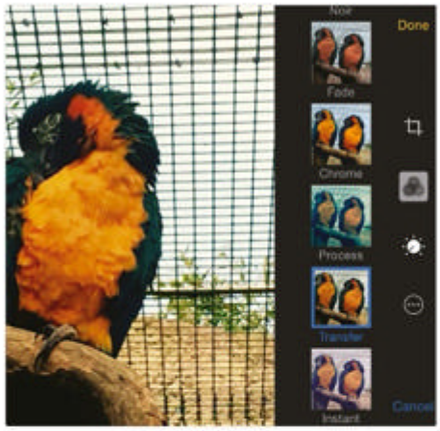
1 Edit and Auto Enhance

Open Photos to review the shots you've snapped, tap on one, then tap Edit (top right). The editing options appear; their location will vary depending on whether your iPhone is in portrait or landscape orientation. Often the most immediately useful is Auto Enhance (the magic wand icon). Tap this and Photos attempts to improve the colour and contrast of your photo.



2 Crop and rotate

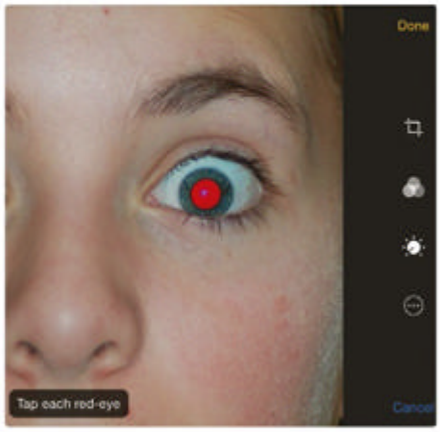
Tap the Crop tool. If Photos detects a line in the image that it thinks should be horizontal, it automatically rotates the shot to suit. You can fine-tune using the wheel, or undo by tapping Reset. To crop, drag the white frame border or its corners, or optionally tap the preset icon (circled) to select a fixed aspect ratio. A rule-of-thirds grid appears to help you perfect the composition.



3 Using Photo Filters

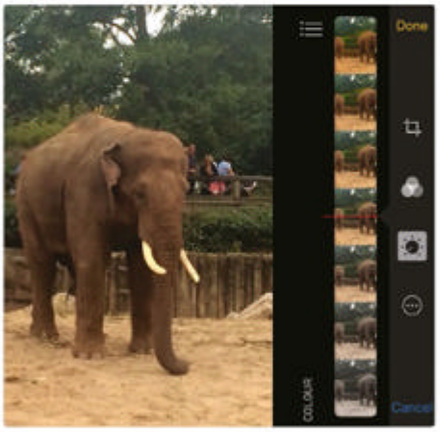
Use Photo Filters to add instant effects. Tap the filters icon to reveal a row of effect previews. Tap each in turn to see how it affects the image. Tap Done to finish. You can remove an effect by tapping its preview again or tapping None, and add further adjustments afterwards. You can revert to the unedited shot at any time, even if you've closed and reopened it.

HOW TO | ADD ADVANCED EFFECTS



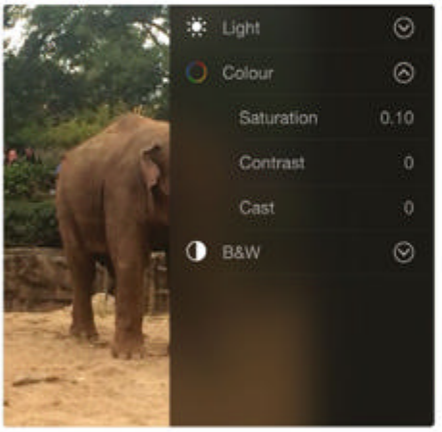
1 Remove red-eye

Red-eye (caused by reflected camera flash) is a common problem in portraits. Photos has a built-in red-eye removal tool, which will appear if the app detects a face in shot. Tap the tool (the eye-shaped icon), then tap on each affected eye. Sometimes you need to tap a few times for Photos to locate the red-eye; it can help if you pinch to zoom in first. Tap Done to finish.



2 Adjustments

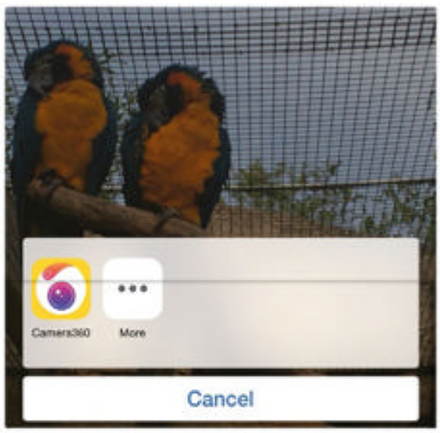
The new adjustment options offer both simple and advanced modes. Tap the dial icon, then tap the option you want to adjust (Light, say). You'll see a spectrum of small preview images. Drag this either way to apply the adjustment (lightening or darkening the image, increasing or reducing colour saturation, etc). Tap Done to apply or Cancel to reject it.



3 Expert editing

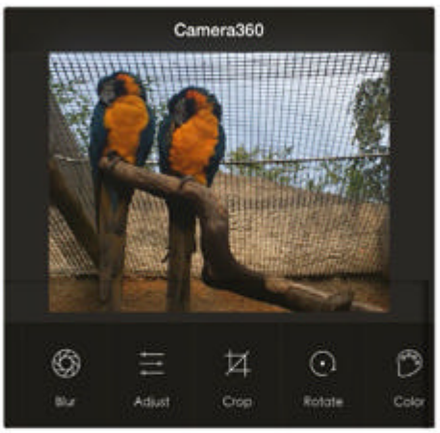
Want more control? Tap the arrow next to Light, Colour or B&W (or the menu icon with three horizontal lines next to any spectrum of previews) to reveal further controls. Tap an option, such as Highlights, then use the slider to adjust that specific setting. Tap the menu icon to return to the full set of controls. These make it possible to fine-tune images with precision.

HOW TO | USE EXTENSIONS IN PHOTOS



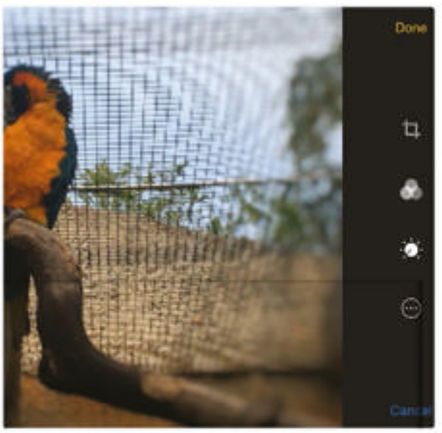
1 Install and activate

Extensions are a new addition to the Photos app, and they change everything. First you need to install a photo editing app that supports extensions – we're using Camera360 Ultimate. After installing the app, open Photos, pick a shot and tap Edit. Now tap the Extensions icon (the circle with three dots in it), tap More and switch on your chosen extension app.



2 Access Extensions

Your chosen app now appears in the list that pops up when you tap Extensions in Photos. Tap it (you might have to OK an alert the first time) and you'll see a bunch of new editing options, depending on the extension app you've chosen. In Camera360 there is a Blur option: tap this and choose the circular Blur icon. Tap the tick icon to apply the effect to your shot.



3 Add effects

Continue adding effects with Camera360. When finished, tap Done to return to Photos, then Done again to save all your adjustments (including those added using Camera360). Tap and hold one finger on the image to view the original, so you can compare it with your edited version. To remove all edits, tap Revert, then Revert to Original. You can do this at any time.

Share Instagrams and Vines

Use popular free apps to create and share photos and video clips

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

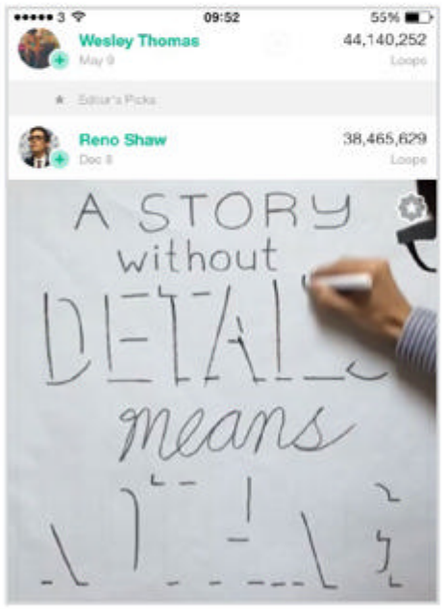
YOU'LL NEED
iPhone, iOS 8, a Wi-Fi or 3G connection, Vine and Instagram apps, photos you want to share

Your iPhone's camera is perfect for taking photos and capturing precious moments. In many ways it beats having a digital camera because it's far more likely to be with you when something unexpected happens. Lots of apps have been created for the iPhone that are able to take advantage both of its fantastic camera and its excellent sharing capabilities.

King of all these apps is arguably Instagram. This free app lets you share candid camera moments with your Instagram followers or on social media sites such as Facebook, Tumblr and Twitter along with a caption and a location. As with most successful apps, it's impressively simple to use. The even better news is that its powerful filters can instantly transform even the most mundane photo.

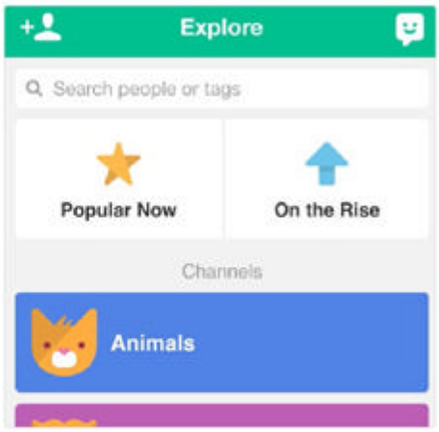
Vine is another brilliant option for making more of your iPhone's camera, but its focus is on video. You use Vine to create a six-second video clip of anything you wish, then share it however you choose. Because the clips are so short, Vine videos can be emailed or posted and shared online without taking ages to load or send. It's great for funnies such as your kids or pets doing something strange.

Instagram's powerful filters can instantly transform even the most mundane photo



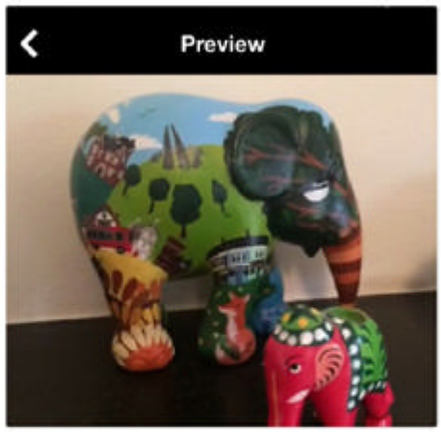
Vine has become the easiest way to share tiny videos online.

HOW TO | RECORD AND SHARE VIDEO CLIPS WITH VINE



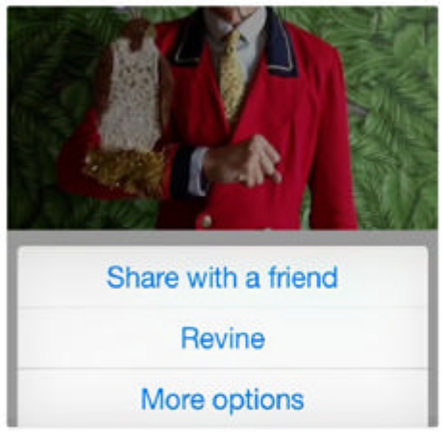
1 Finding other Vines

Create a Vine account then either allow the app to search your contacts and add other Vine users, or invite friends via email or text. They'll get a link to your Vine account so you can follow each other. You can view other people's Vine videos by tapping Explore then searching by topic or user, or by choosing a category such as Comedy, Animals or Places.



2 Recording your Vines

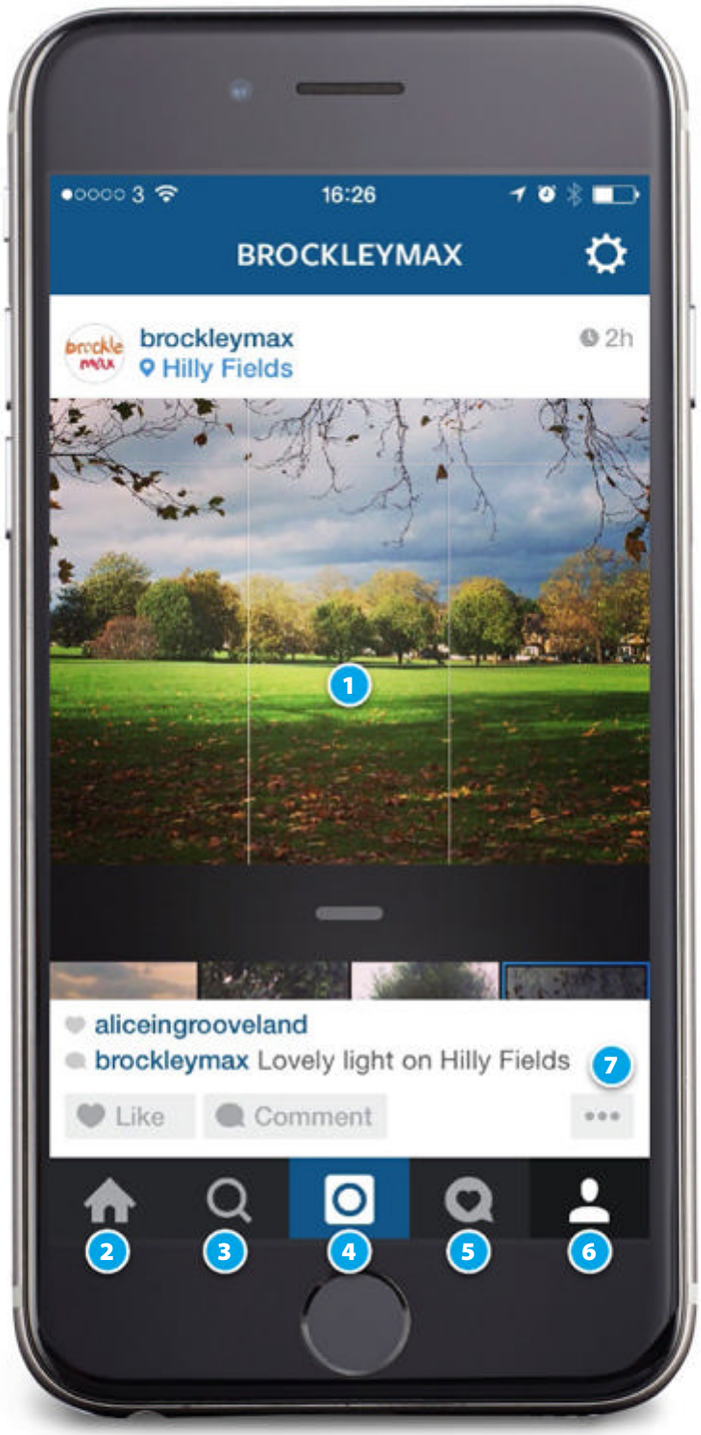
To create a Vine, tap the video camera icon at the bottom of the screen. Allow Vine access to your microphone and camera, then to start recording tap anywhere on the screen. A green bar across the top shows the time used up. To pause recording tap the screen. After six seconds Vine will stop recording, process the clip then play it in a loop as a preview.



3 Sharing your Vines

Tap the green tick to accept the clip as it is, or press the Edit button to make changes. Tap the file icon to save or discard it. To share your Vine, tap the green tick then add a channel and location and add a caption if you like. The clip will be posted to Vine, but you can post it to Twitter and Facebook simultaneously, too, if you tick those options in the Share menu.

VISUAL GUIDE | CREATE AND SHARE WITH INSTAGRAM



1 Get familiar with Instagram

The main window shows a scrollable feed of Instagram images from the people you follow. Below each photo you'll see its caption and the name of the account it's from, plus how many 'likes' and comments it's had. To 'like' an image, scroll down to the end of the description and tap Like. Tap the account name for an image you like to see other posts to that Instagram account.

2 Share Instagram posts

The Home option takes you back the main screen. You can share posts from this view by scrolling beneath it, tapping the horizontal dots and choosing Share. It's best not to repost the same photo too often though. At the upper right of the Home screen is a clock icon where you can see roughly how long ago a photo was posted.

3 Discover Instagram accounts

Tap the magnifying glass to search for photos or accounts. You can search by tag or account name and the search is organised into Photos and People. If you tap People you'll see photos shared by people you know on Facebook and Twitter (if you allowed Instagram access to those accounts). To follow someone, tap '+' next to their name.

4 Create and share

Tap the camera to take a photo in Instagram or to view photos on your iPhone. Tap the thumbnail to the left of the blue shutter button to view your camera roll. Tap the video camera to shoot a short clip. You can also switch from rear to front cameras to take a selfie. When you're happy with the photo tap Next, try out the filters shown along the bottom of the screen to see whether you like any of the effects. You can also adjust the brightness and contrast and apply an anti-shake button. Tap Next again to add a caption and share your photo. Mention other Instagram users with the @ sign before their account name to let them know they've been tagged – they may like and share your post.

5 Learn who likes your photos

The heart icon takes you to Activity view, where you can see which photos you've posted on Instagram people have 'liked'. You can use this information to see popular subjects or photographic styles. The more 'likes' a photo has, the more likely it is to be seen by other Instagram users. Tap the Following tab in the Activity screen to see other photos that your followers have liked.

6 Manage your account

The profile icon takes you to your Instagram account settings. Here you can add a description and photo to your profile, see a grid view of photos you've shared and see how many followers you have. If you tap the Edit Your Profile link you can change the account name and the email address associated with your Instagram account. At the top right is a Settings option where you can link or unlink Facebook and Twitter accounts, invite friends and see who else uses Instagram. The Settings menu also lets you change your password and set your account to private.

7 Share photos privately

You can send Instagram photos directly to a friend by tapping the drawer icon at the top right of the main screen. To select a photo to share privately, tap the '+' sign on the Instagram Direct screen. Tap Next, apply any filters that you wish, then choose which of your followers you want to share the photo with. Then simply tap the green link at the bottom of the screen to share it.

Record a time lapse video

Condense minutes or hours into seconds of fast and thrilling video

SKILL LEVEL
Could be tricky

IT WILL TAKE
Minutes to learn, but potentially many hours (storage space permitting) to perfect

YOU'LL NEED
iPhone, iOS 8, optionally a Glif and a tripod for static time lapses

You will have seen time lapse videos many times before, most likely in documentaries about nature and the world, but also in music videos, films and TV shows. They are videos that show the passage of minutes, hours, days or even weeks, all condensed into a few seconds. The scene changes with dramatic effect, with clouds hurtling by like supersonic jets rather than taking their usual idle path across the sky, and shadows cast by the sun sweeping across a landscape. The camera doesn't have to be static, though. A time lapse may also show a camera's movement around the world.



Time lapses are sometimes used to mimic a first-person perspective in music videos.

Creative potential

Time lapses offer huge creative potential and the opportunity to marvel at the world changing around us in a more intense way than it's normally perceived. You don't have to be content to watch other people's time lapses, though, because your iPhone's Camera app has a special mode for recording them.

Studio Neat, which develops and sells a more full-featured time lapse app called Frameographer, published a blog post (bit.ly/aboutios8timelapse) about how Apple has implemented the time lapse mode. If you're curious about how the iPhone records hours whizzing by, it is well worth a read. In short, the Camera app is intelligent enough to know that for a short time lapse you'll need more frames – though still not as many as a normal video – while a longer time lapse requires fewer frames if it's to remain fast and exciting for the viewer.

The scene changes with dramatic effect, with clouds hurtling by like supersonic jets

Studio Neat also makes an accessory called Glif, which is a tripod mount into which you can fit an iPhone and many other smartphones. Early versions of the Glif were specifically designed to fit the iPhone 4's form, but the latest model is adjustable – enough so that it works perfectly with the iPhone 6 and iPhone 6 Plus. If you're a dedicated iPhone photographer, Glif's $30 cost (about £19, plus £5 postage) is affordable, although you'll also need to factor in the cost of a tripod, assuming you don't already have one – Glif uses a standard tripod mount, so if you already have a tripod for your SLR or an old camera, you'll be able to put it to use here.



Landscapes reveal more drama when observed with ever-changing shadows sweeping across the land.

Setting it up

Recording a time lapse recording is simple enough. Just as with other camera modes, you need to set a focus point, possibly adjust the exposure – although for lengthy time lapses the light may change dramatically anyway – and, finally, tap the record button. Starting a recording is straightforward, but getting good results requires some extra care and preparation. You'll need to find a good spot from which to shoot, just as for any photo or video, but special care has to be taken that you're not positioning the camera somewhere that a person, animal or vehicle will settle and ruin your results.

For a time lapse that's recorded from a fixed position, you need to ensure that the tripod is stable, and that it's unlikely to get knocked by passersby – even a small movement can ruin the shot.

HOW TO | SET UP AND RECORD TIME LAPSE FOOTAGE



1 Prepare the hardware

Use the Glif's hex key to open it up just wide enough to hold your iPhone, but don't do so yet. It's easier to attach the Glif to the tripod first. When you fit the iPhone in the Glif, don't over-tighten but make sure the iPhone won't move during recording, because even a short shift of a static angle will be noticeable. Ensure that the tripod is also stable. Open the Camera app and swipe the mode control across the screen until you reach the Time-Lapse mode.



2 Compose and focus

Position the tripod so that the scene is framed how you want it. To avoid the camera refocussing if, say, a bird flies into view, lock the focus by tapping a finger on the area you want to focus on. A yellow box appears, indicating that the focus point has been set there, but keep your finger held on the screen until the box animates briefly and a yellow 'AE/AF LOCK' label appears. Be careful not to tap the screen again or this will clear the focus lock.



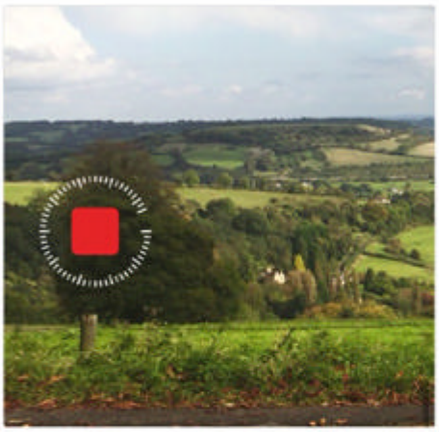
3 Exposure

The focus point's yellow box remains on-screen, although slightly dimmed. If it hasn't been set correctly, tap the screen to clear it and try again. The lighting of a scene – especially a landscape – will inevitably change if you record for long enough, but you might still want to compensate for over- or under-exposure at the start. The current exposure setting is indicated by the relative position of the sun icon that's adjacent to the yellow box.



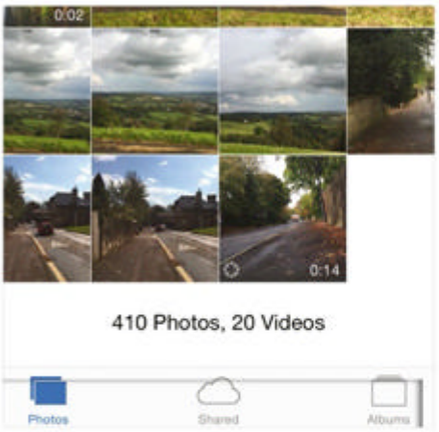
4 Adjust exposure

To change the exposure from the setting determined by the app – which it bases on what it sees at the point on which you focussed – tap and hold your finger on the screen again and slide it up or down to increase or decrease the exposure, respectively. Notice how the sun icon moves to reflect your action. Make sure that you didn't accidentally clear the focus point when doing this – check that the yellow AE/AF LOCK badge is still at the top of the screen.



5 Start recording

To begin, tap the red Record button. While the duration for which you record is relevant, you'll have to use your intuition and growing experience with shooting time lapses to work out how long to record for. Rather than indicating the duration of the recording or the resulting time lapse, the only on-screen indication that anything is happening is the animated pattern of white markers around the Record button, which changes to a Stop button.



6 Lockdown

Unlike in the Camera app's other video modes, tapping the screen while a time lapse is being recorded won't clear the focus and exposure settings. They are locked-in for the duration. The Stop button is the only on-screen control that will react, but be careful not to press the Home button – that will also stop the recording. Afterwards, you can distinguish time lapses from other videos by looking for the round 'clockface' icon at their bottom-left.

Video editing in iMovie

Make more of your video footage by turning it into a movie

SKILL LEVEL
Taking things further

IT WILL TAKE
15 minutes

YOU'LL NEED
iPhone,
iOS 8, iMovie

Apple has made it really easy to edit your home movies on a Mac with its iMovie app. But with the release of the iPhone and iPad, Apple went one step further and introduced an iOS version of iMovie to enable you to edit on the go. Apple's iMovie is now available as a free download on the latest iPhones.

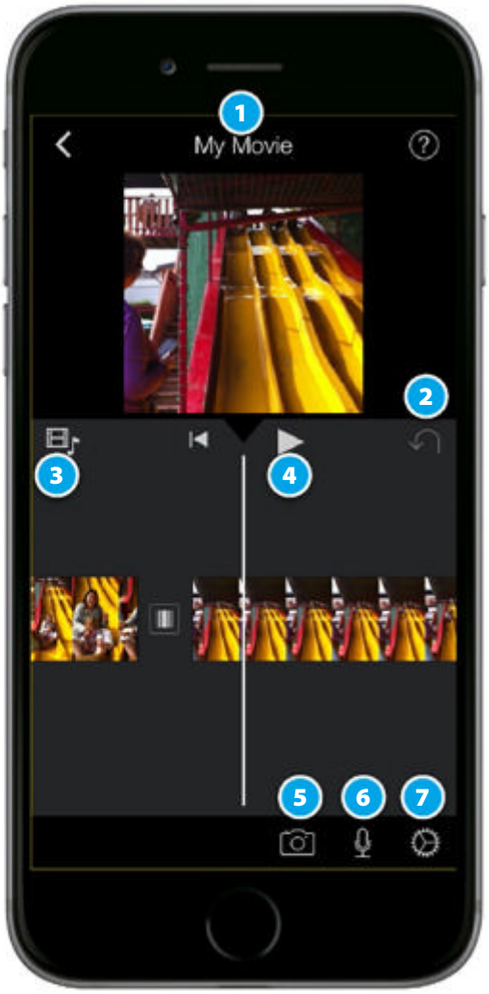
With iMovie for iPhone, you can edit wherever you are, taking advantage of the long battery life of iOS devices and maybe whiling away the time on a long train journey by doing something creative.

Video clips recorded on an iPhone can be turned into movies or trailers. Movies use a range of different templates such as News, Travel or Neon (good for creating pop videos); trailers are like mini-movies packed with text overlays. The trailers have names like Fairy Tale, Romance and Superhero, and create movies just like adverts for your favourite films.

One big tip: you can record video in both portrait and landscape orientation, but we strongly recommend you use landscape if possible, even if you shot your video in portrait mode. Landscape enables you to see longer video clips, editing is easier overall, and the icons feature accompanying text in case you forget which one does what.

So, forget what you think you know about video editing – that's it's cumbersome, requires expensive hardware, and is maybe the preserve of 'proper' computers. Here's how to put together a cinematic masterpiece on the move…

VISUAL GUIDE | FIND YOUR WAY AROUND iMOVIE FOR iPHONE



Make your directorial debut on iOS 8 with the user-friendly features in iMovie

Movie title

1 The only way you can rename a project is from the welcome page. Until then, it'll be called 'My Movie' (with a number after it, if you have more than one unnamed project).

Undo

2 The button you'll be thanking a whole lot over the course of a typical edit. Even better, you can undo multiple steps, so you can backtrack as far as you need if you go badly wrong.

Import media

3 Tap the Media Library button to add music or a video clip to your project. If the playhead (the vertical white line) is resting over an existing clip, the new clip is added before the clip closest to the playhead or after the end of it.

Playback

4 There's no available key to start and stop playback on an iPhone. Instead, to play your film in real time, you need to tap on the Play button. During playback, it becomes a Pause button.

Record

5 You can record a new clip straight from within iMovie by tapping the camera button. The new clip you shoot won't actually be saved in your iPhone's media library just yet: it will appear in iMovie at the top of the Video list. If you go to the app's preferences (open the Settings app and tap iMovie), you can turn on the Record iFrame 720 option. This will result in much bigger file sizes but will also dramatically increase the video's quality. (This option applies only within iMovie – it won't affect any ordinary video recordings you make with the Camera app, for example.)

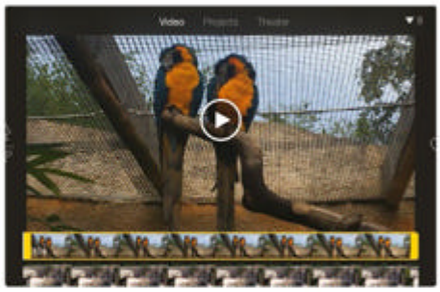
Record audio

6 Need a voiceover for your video? Then tap the mic button right here. Your movie will play back as you speak, to help you time what you say to the action you see on the screen.

Project Settings

7 Tap the cogwheel button in the bottom right corner and you can configure various settings for your current movie project.

HOW TO | PERFORM BASIC VIDEO EDITS IN iMOVIE



1 Create a new project

Launch iMovie and you'll be presented with your video clips by default. To begin a new project, or to view an older one stored on your iPhone, you need to tap Projects in the top menu. You'll also notice Theater, which is a new cloud feature to use with your Apple TV.



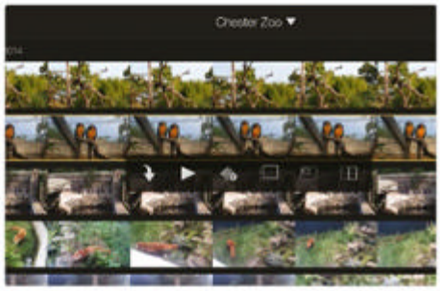
2 Choose a theme

Under Projects choose New Project. You have two options, either Movie or Trailer. Movie is what you'll want most of the time. Now you get to choose a theme from the templates that iMovie offers you. There's only eight to choose from, sadly. We've chosen 'Neon'.



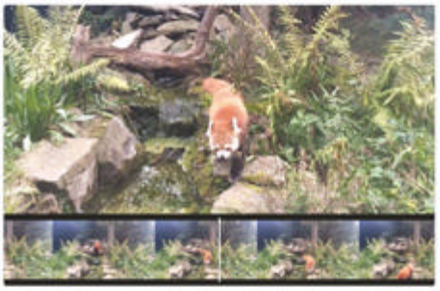
3 Clip selection

Tap Create Movie and you'll then be asked to select some media. Tap the first icon to insert existing video, or tap the camera icon to record some video. When inserting media you'll be shown all the video clips on your iPhone. Preview clips using the Play button.



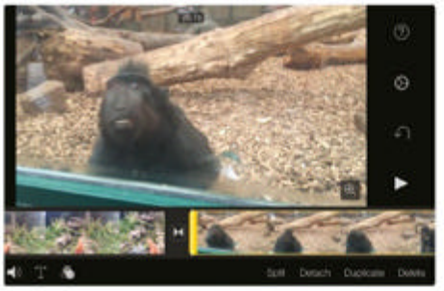
4 Add your clips

Tap the arrow button on the clip and it'll be added to the timeline below the live preview window. Add a few more clips to build up your project. You'll notice in your library that any movie clip or part of a clip that's used in the project now has an orange line under it.



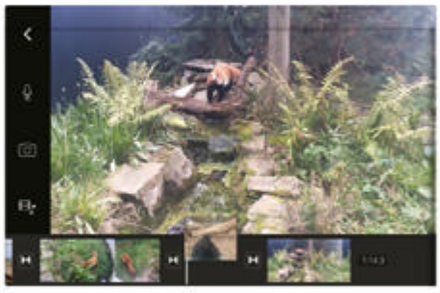
5 The timeline

The white line represents the playhead, and the image shown above is the frame that the playhead is over. This playhead is stationary; move your project by dragging it left or right. You can fine-tune your edit straight from the timeline: tap any clip to bring up yellow handles.



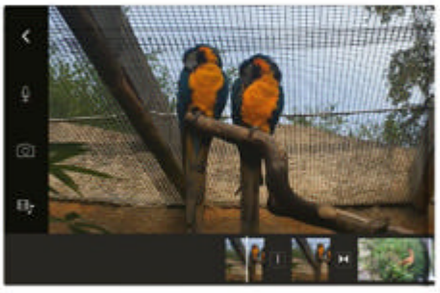
6 Fine-tuning

Use the yellow handles at each end to add parts of that clip to your project or remove parts. To condense the view in the timeline, move two fingers away or closer together in the timeline. This is a useful way of dealing with long videos and saves you scrolling for ages!



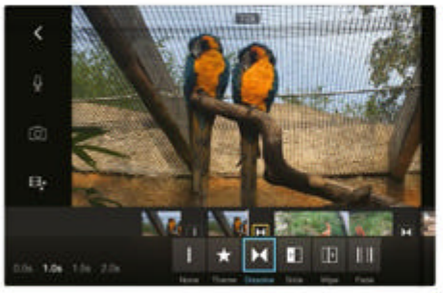
7 Reordering clips

To change the order of your clips, tap and hold one. The clip will pop out of the timeline. With a finger still touching the screen, drag that clip to another position on the timeline. If you release your finger while the clip is out of the timeline, it's removed from the project entirely.



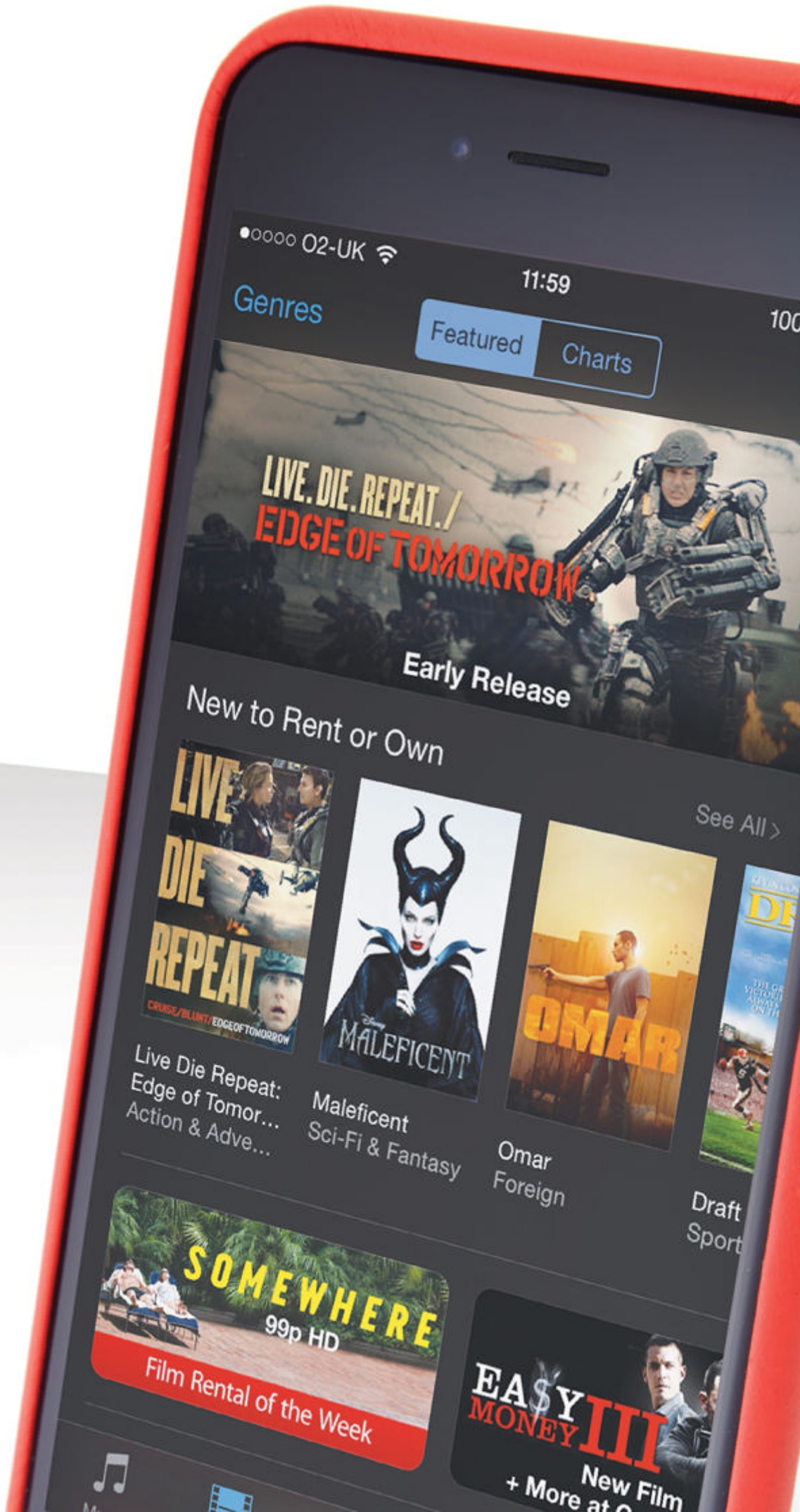
8 Splitting clips

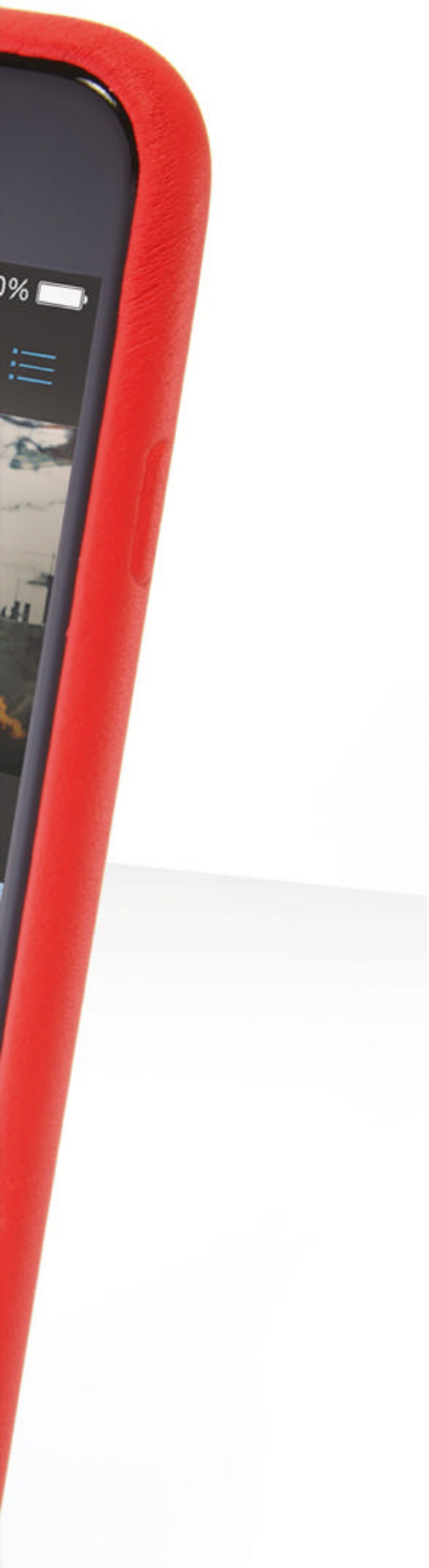
You can perform more complex edits, like inserting a new clip in the middle of an existing one. Move the playhead over the clip, then select it. Swipe down over the playhead to cut the clip in two. You can now insert a new clip in between the two new parts you've created.



9 Changing transitions

A transition is added between clips. You can alter transitions by double-tapping them. Choose between no transition, a cross-dissolve, or one based on your chosen theme, with a set duration. The icon changes to reflect the choice, and the transition itself is shown in real time.


O2-UK
11:59
Genres
Featured
Charts
LIVE. DIE. REPEAT./
EDGE OF TOMORROW
Early Release
New to Rent or Own
See All
LIVE
DIE
REPEAT
Live Die Repeat:
Edge of Tomor...
Action & Adve...
MALEFICENT
Maleficent
Sci-Fi & Fantasy
OMAR
Omar
Foreign
Draft
Sport
SOMEWHERE
99p HD
Film Rental of the Week
EASY MONEY III
New Film
+ More at



Entertainment

Your iPhone is a rich source of media and social commentary

118 **Play music on your iPhone**
Where the iPod left off, the iPhone now takes over – how to get music and how to manage it

120 **Enjoy video on your iPhone**
The iPhone 6's large screens are ideal for enjoying TV and movies on the go – here's how

122 **Buy music and video**
We've shown you how to enjoy your media – now the tough part: paying for it!

123 **Buy mags with Newsstand**
Don't give up on your paper magazines, have them delivered digitally to your iPhone instead

124 **Read iBooks and PDFs**
Who needs a Kindle or a Kobo when your iPhone makes the perfect e-reader?

126 **Listen to Podcasts**
Enjoy a world of free audio entertainment with the iPhone's Podcast app

127 **Take a course with iTunes U**
Find support materials or whole educational courses for you to study

128 **Master Game Center**
Challenge friends to compete online, or just show off your high score with Game Center

Play music on your iPhone

Listen to all your favourite tracks, wherever you are

The iPhone is a multimedia marvel, and that goes for its music playback capabilities too. Hook it up to your PC or Mac, and you can transfer all your music collection (or a selection of it) with just a few clicks using iTunes. Or just buy songs on your iPhone itself in the iTunes Store. Either way, your iPhone then becomes a fully functional music player in the grand tradition of the iPod touch.

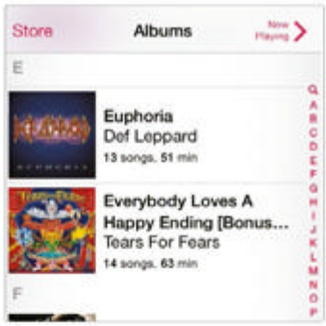
That means you can whisk effortlessly through your entire music library picking out whole albums to listen to, or you can build up your own custom playlists directly from the iPhone itself. What's more, if you tap Settings > General > iTunes Wi-Fi Sync, you can even keep your music library updated wirelessly, so when you add new tunes to the iPhone or the computer, they're synchronised in the background.

Let's have a look at the iPhone's Music app in a bit more detail…



1 Your library

Tap < to view your music in various ways (as a track listing, by artist or album, etc) – main picture on opposite page. The current track continues playing unless you tap another song or a Skip button.



2 Album

View all the tracks you have in the album from which the current song is taken, and optionally give it a rating.

3 Playback controls

The Skip and Play/Pause buttons are pretty standard. You can drag the playhead on the scrub control above the track name to jump forwards or back within the track. To change the volume, you can swipe the volume control or press the physical volume up and volume down buttons on

4 Repeat

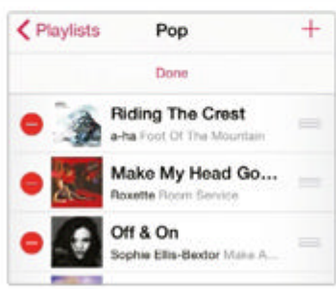
Tap to choose whether to repeat the current track, repeat all, or cancel a repeat.

5 Shuffle

By default, tracks play back in the order in which they appear in your Songs list or the selected playlist. Tap Shuffle to play tracks in random order.

How to create playlists

The Music app has built-in playlist-editing capabilities: tap Playlists at the foot of the screen to view your existing playlists, tap New Playlist to create one from scratch, or tap an existing playlist and then tap Edit to make changes. To add songs, tap the + sign (top right). You can then choose how to browse your collection using the icons along the bottom (song, artist, album or genre); tap a track to add it to the playlist, then tap Done. Editing playlists is simple too: to remove unwanted entries, tap the red 'no entry' symbol on their left; to change the order of songs, tap and hold the three-lined handle icon to the right of a song and then drag it to a different place in your playlist as you want.

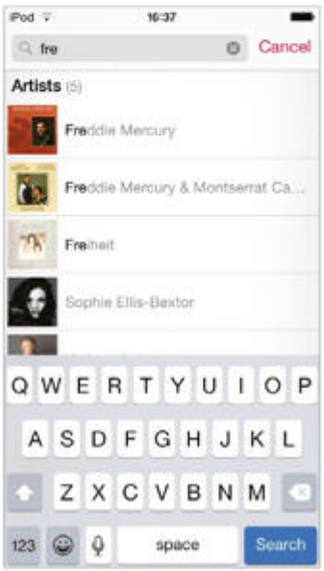


6 Store button

Tap this to browse the iTunes Store and purchase any of the prodigious range of wares on offer. Any music or audiobooks you purchase from here will first be downloaded to your iPhone music library, and then made available to any other computers and iOS devices (to a maximum of five) that you have synced with your current Apple ID and password.

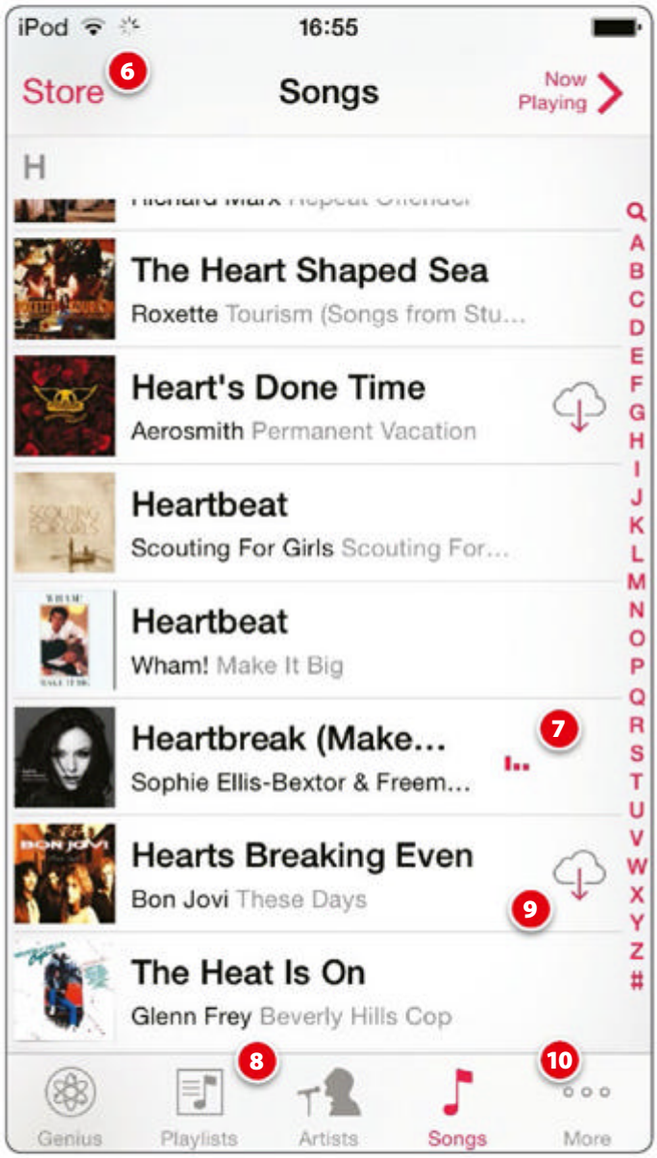
7 Now playing

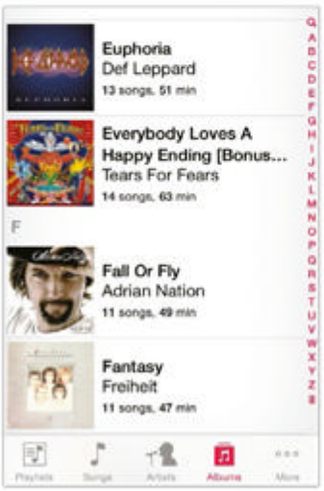
The current track has an animated 'graphic equaliser' next to it, or you can tap Now Playing (top right) to return to it.



Search

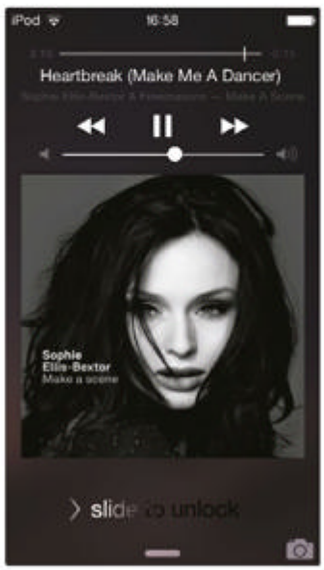
Swipe to the very top of your Playlists, Artists, Songs or Albums listings, tap on the Search bar to bring up the on-screen keyboard, then start typing in your search term. The library listing will be progressively filtered as you type to show only entries that match what you've typed so far.





8 Navigate your collection

Tap the buttons at the foot of the screen to browse your music collection by playlist, artist, song or album. Tap an artist's name to view all of their tracks, organised into albums. Tap an album to view its tracks, or tap Songs to view all of your library's tracks in an A-Z list.



Lock screen controls

If you've got some music playing or lined up, you can control it from the Lock Screen without having to unlock your iPhone first: just tap the Home button or Sleep/Wake switch to see the album cover and the standard playback controls.

9 iCloud tracks

Songs you have bought but not downloaded to your iPhone are included in the track list but have a cloud icon next to them. If you opt to play one, it will seamlessly download and play, connection permitting.



10 More

Tap More to see further options for viewing your music – sorting by composer, compilation or genres. Note that this relies on the tracks in your library being tagged with the correct info for this; all store-bought music should have it by default.

Enjoy video on your iPhone

Watching movies on the move has never been better

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

With their dazzling large screen and widescreen displays, the iPhone 6 and iPhone 6 Plus are great for watching movies wherever you go; the iPhone 5 series – despite their smaller screens – boast high-def Retina displays too. The iTunes Store offers a huge range of movies, music videos and TV shows to buy or rent: just open the Videos app, tap on Store and then choose Films or TV Programmes. You can search by genres, browse Featured items and Charts, or tap Search at the foot of the screen and type a title in the Search bar.

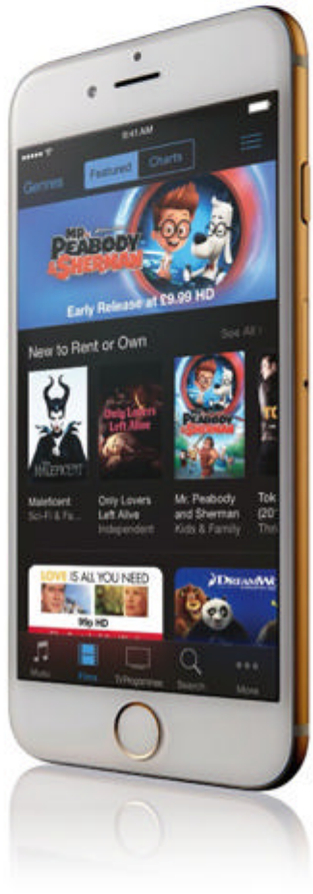
When you find something you want, tap on the Buy or Rent tab, enter your Apple ID password, and your download will commence. HD movie files can take some time to download, but you can track the progress of a purchase by tapping More > Downloads. Once downloading is complete, you can watch your video using the Videos app in iOS 8 – see the facing page for a guide to the controls and options (tap the movie while it's playing if these aren't visible on the screen).

If you use iTunes on your computer, you can also purchase movies there, or even use iTunes to transfer your home movies or other videos to your iPhone. For the latter you'll first need to go to File > Add to Library to import the video, then possibly also go to Advanced > Create iPod or iPhone Version to optimise the footage for viewing on your device. Note that both iTunes and your iPhone can be fussy about video formats. The niceties are too complex to go into here, but broadly speaking you need H.264-encoded .m4v, .mp4 or .mov files – if you do encounter any problems, visit support.apple.com/kb/HT2729.

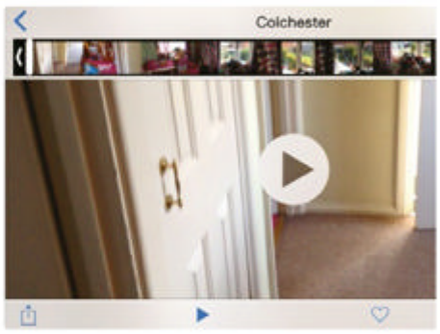
To transfer the videos, just connect your iPhone, then choose what to sync via the Music, Movies and TV Shows tabs (under Music, tick 'Include music videos'). Once they're transferred, you're ready to start watching via the Videos app.

If you want to watch videos in other formats not supported by the Videos app, you'll also find other player apps available in the App Store, such as VLC Player.

If you've shot video footage yourself on your iPhone, this is saved in the Photos app, from where you can view, trim and share it, as below – to find it, tap Albums at the foot of the screen, then Videos.

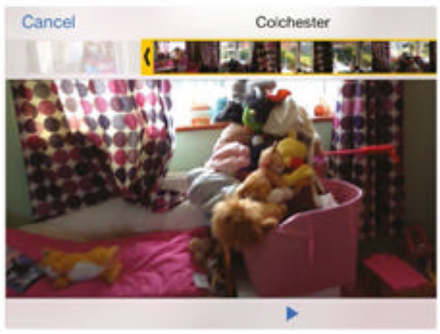


HOW TO | SHARE YOUR OWN FOOTAGE



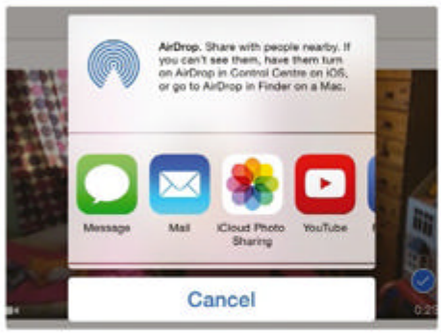
1 Find your video

Want to share your home movies? Go to Photos and you'll see the video clips you've shot among your photos, marked with a distinctive symbol, or tap Albums > Videos. Tap one to view it. Tap the screen and a scene reel appears at the top. Tap along the reel or on one of the frames to jump around the video footage.



2 Trim your footage

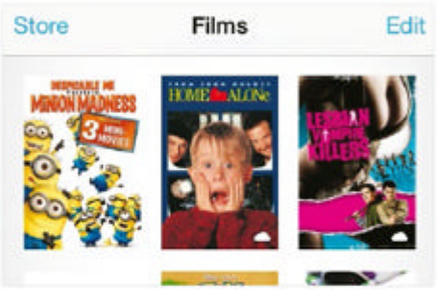
If you've shot a lengthy video, you won't always want to share all of it. Drag the little end handles on either side of the reel inwards to define the footage you want to keep, then tap Trim. You can choose whether to overwrite your original video or save the trimmed version as a new clip and keep the original as well.



3 Share your footage

Now tap the Share button at the foot of the screen, and choose how to share your edited footage: as an email attachment, in a Message (MMS or iMessage), or via YouTube. An iPhone 5 or later can record HD video at 1080p but more efficient compression algorithms mean the files are compact enough to upload and share.

HOW TO | USE THE VIDEOS APP



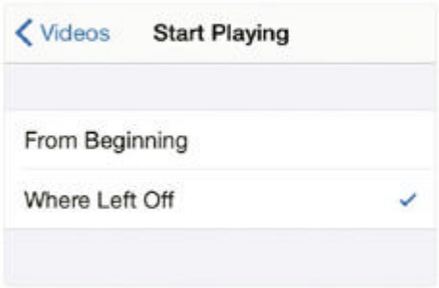
1 Browse your Library

Open the Videos app and pick from the Films, TV Programmes and Music Videos stored on your iPhone. You can use the Search bar to sift through your videos, and a Shared tab will appear if both your computer and iPhone have Home Sharing on and are on the same network.



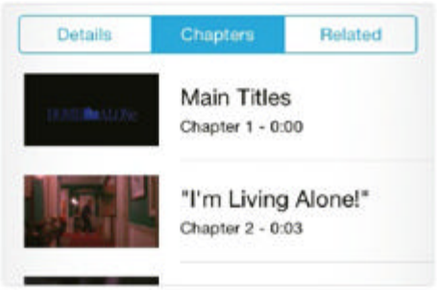
2 Home Sharing

Home Sharing enables you to use a Wi-Fi network to watch videos that are stored on your computer without having to download them to your iPhone. First switch this on in iTunes (File > Home Sharing), then on your iPhone (Settings > Videos) and enter your Apple ID.



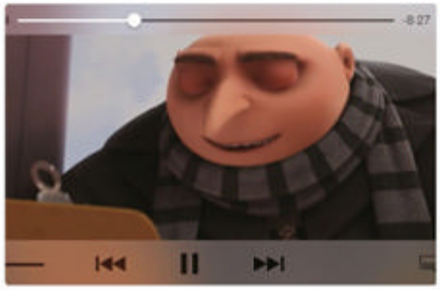
3 Set to play

While you're in the Settings app, you can also choose whether your videos will always play from the beginning or resume from where you left off last time. The latter option is very handy for when you can only grab snatches of a show or movie while on the move.



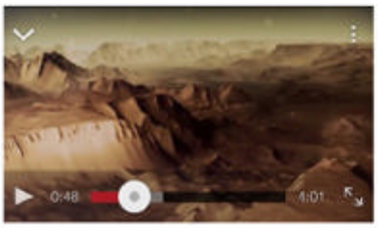
4 Chapter control

Most TV shows and movies are split into chapters. To access the Chapter menu, tap the movie and then tap on the chapter you want. Alternatively, tap the Next or Previous Chapter button; if you want to fast-forward, tap and hold on the Next Chapter button.



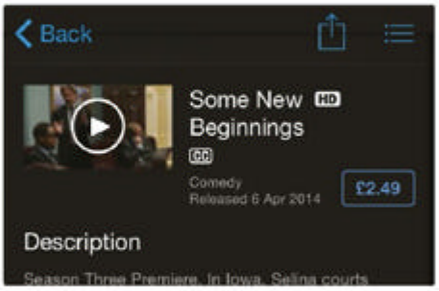
5 Navigate long movies

You can also use the scrubbing feature to jump to any point in a movie – tap and drag the slider at the top, using the time displays as a guide. Slide your finger up or down to adjust scrubbing speed. To make the movie fill the screen, tap the double arrow at the top right.



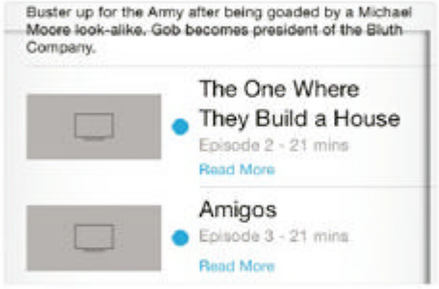
YOUTUBE VIDEOS

The YouTube app doesn't come pre-installed, but you'll find it in the App Store for free. Bear in mind that streamed video can chew through your data allowance if you're using a mobile/cellular connection.



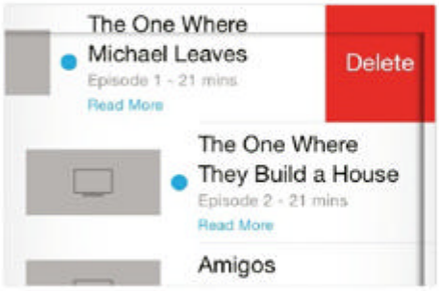
6 Closed captions

Some movies and TV shows come with 'closed captions' (subtitles). They'll have a CC logo included in their descriptions in the iTunes Store. To switch them on tap Settings > Video and turn on Closed Captioning option. You'll now see the subtitles throughout.



7 Pick an episode

Tap a TV show in the grid to bring up a list of episodes, where you can choose which one to watch. Tap one and it will play from where you left off, or from the start if you've not watched it before. Alternatively, tap the Play button to watch the first unwatched episode.



8 Keep it clear

To stop your iPhone filling up with shows you've watched, you can delete any you don't want: swipe from right to left on an episode to reveal a Delete button, then tap this. You can do the same with movies too, but note that deleting a rented movie removes it for good.

Buy music and video

The iTunes Store is a great way to get music, movies and more

The iPhone is the perfect portable entertainment device, whether you're into music, movies or TV. In the distant past, you had to get all your media onto your device by syncing it from iTunes on your computer, but these days it's perfectly feasible to fill your iPhone with media without ever connecting to a Mac or PC. You don't have to get it from the iTunes Store either, but for many people this remains the easiest option whether they're on the computer or on the move, thanks to the built-in iTunes Store app on the iPhone.

You have access to the same content and features on the iTunes Store whether you're using a computer or your iPhone. You can browse the seemingly endless streams of music, film, TV shows and audiobooks, keep up to date with releases and happenings, discover new artists, films and TV series, make purchases, and even send your friends iTunes gifts…

To buy something from iTunes, tap its price and enter your Apple ID password, just as you do when buying an app. You can also hear a preview of a song by tapping its name rather than its price. Previews are up to 90 seconds long, so you can really get a feel for the song. There are also previews for films in the form of trailers, and in many cases you can choose whether to buy films or rent them. Films and TV shows are also often available in both HD and SD versions, with the HD versions costing slightly more.

iTunes and iCloud

Most helpfully of all, if you've signed up for iCloud (page 84) you can get your purchases on your different devices without the hassle of syncing. Whether you buy music or other media on your Mac, iPhone or iPad, you can set it to automatically download on the other devices – turn this on in Settings > iTunes & App Store on your devices. If you choose not to get automatic downloads, you can still easily download purchases free of charge on any device linked to the same Apple ID: tap the More button in the iTunes Store app, then tap Purchased.

VISUAL GUIDE | GET TO KNOW THE iTUNES STORE APP



Discover new stuff

1 Each different media type in iTunes has several sections to browse. 'Featured' offers Apple's top picks, 'Charts' shows you the best-selling stuff, while 'Genres' sorts each type of media into standard categories.

Featured content

2 The large top panel on the home page is a great first port of call in the iTunes Store app, with its featured content. Think of it as a mini media feed, keeping you updated with new releases.

The Search button

3 Know what you want to buy? The iTunes Store makes it easy to find – just tap the Search button, start typing in the search field, and results will start to appear immediately, increasing in accuracy as you keep typing.

Media categories

4 The iTunes Store is your one-stop shop for all sorts of media. Tap the bar at the bottom to browse through films (most of which can be bought or rented), TV shows, audiobooks and even ringtones and alert sounds.

Purchased items

5 Tap on More and then Purchased to see the media you've previously bought using your iTunes account. You can look through your past purchases and re-download any you like onto any of your iOS devices at no extra cost – simply select an item and then tap Download.

How to use Newsstand

Read and store all your favourite magazines and newspapers

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

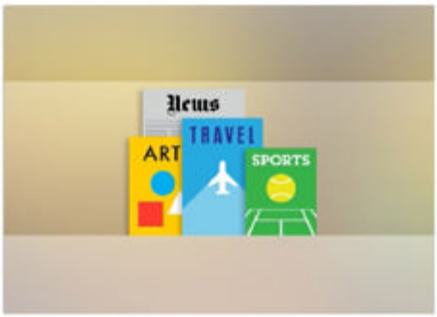


When you buy periodicals in the App Store, they download to a special folder called Newsstand. This keeps all your purchased publications in one place, and makes finding updates or new releases simple. Using its own Store button, you can buy single editions or subscribe to magazines with a simple tap.

Your purchases are displayed on a virtual shelf, with the covers of your magazines showing. A banner will let you know if there's a new issue ready to download, and if you subscribe to a magazine it will automatically deliver the latest issues to you as well. The iOS notifications system also means that favourite publications can let you know when a new issue is ready to buy.

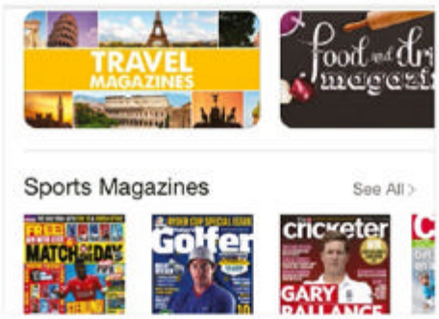
It's worth noting, though, that some magazines take up an awful lot of space – it's not unusual for more than 300MB of space to be eaten up with a single issue. To manage this, your iPhone may arbitrarily delete issues when storage space gets tight. But don't worry, because you can download them again at no extra cost any time you want. Note also that some interactive publications will work on the iPad only.

HOW TO | DOWNLOAD MAGAZINES WITH NEWSSTAND



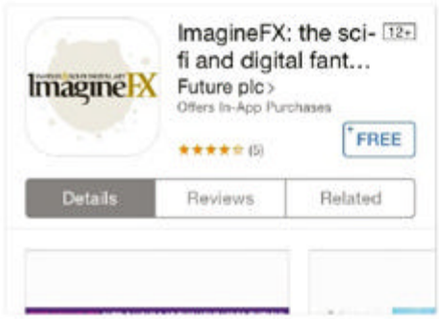
1 Open Newsstand

Tap on the Newsstand icon and you'll see some empty shelves. To start buying and downloading magazines, tap on Store in the bottom right corner. Newsstand is a default iOS folder but in iOS 8 it can be moved inside another folder (though never deleted).



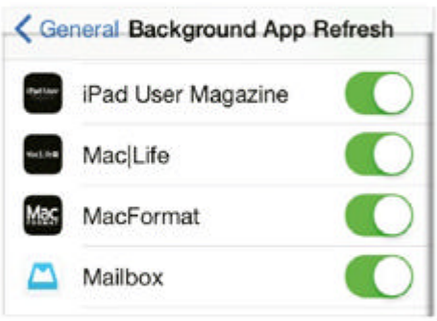
2 Find publications

In the main section of the store, you'll see featured publications and those recommended by Apple. The Categories tab in the top left will give you a list of 25 categories to look through. When you open up one of those you'll see New and What's Hot most prominently.



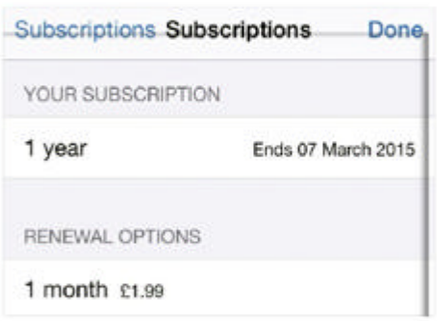
3 Download

Tap on the magazine you want, and enter your Apple ID (or use Touch ID). Most magazine container apps are free and, once installed, enable you to buy issues. Once the app is ready, open it and tap the price to buy. Make sure you read the subscription terms first.



4 Background refresh

You used to have to choose which mags downloaded automatically but iOS 7 introduced something called Background App Refresh, which looks for updates when your iPhone is idle. Turn it on for individual mags in Settings > General > Background App Refresh.



5 Turn off auto-renewals

Subscriptions automatically renew by default. To switch this off, tap Settings > iTunes & App Store, tap your Apple ID, then tap View Apple ID and sign in. Under Subscriptions, tap Manage, then tap a magazine. Choose a renewal option if available, or turn off Auto-Renewal.



6 Rearrange your shelves

You can rearrange your publications and move them around the shelves. Tap and hold any of the thumbnails until they jiggle, then drag them around to arrange them to taste. To delete one, tap its X. When you're done, press the Home button or tap outside the folder.

Read ebooks and PDFs

Use the iBooks app to enjoy books and more on the move

Your iPhone is perfect for reading on the go: thanks to the pin-sharp Retina display in all current models, text is crisp enough to read even the longest books in comfort. All you need are the right apps.

The obvious one to start with is Apple's iBooks app, which is a free download from the App Store. Install the app, open it and tap Featured at the bottom to start filling your virtual bookshelves. There are over 1.5 million ebooks available in the iBook Store, and many are free, particularly older and out-of-print classics. There's everything from interactive text books and children's books to the latest best-sellers and biographies and much more. It works just like the iTunes Store: you can browse the categories, go straight to the charts, or carry out a search. Many books have reviews from other readers, and in some cases you can download a sample before buying.

When you've found a book you want, tap its price to purchase it, or tap Get Book if it's free. When it's finished downloading, it appears on your shelves. Simply tap its cover to start reading it.

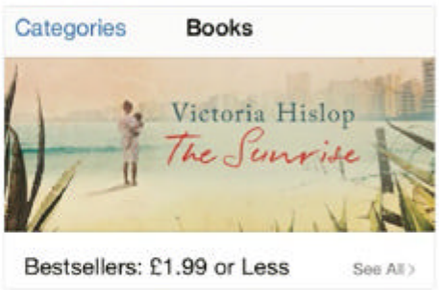
Take the time to customise iBooks: you can change the font or text size, the brightness and even the 'paper' colour. iBooks also works with iCloud, so that everything you buy on your iPhone is also available on your other devices; if you wish, you can have book purchases download automatically to all your devices (enable this in Settings > iTunes & App Store). You can even sync bookmarks and more between devices, so you can start reading on your iPhone on the bus, say, and then sit down at your Mac when you get home and resume from exactly where you left off – in Settings > iBooks, switch on Sync Bookmarks & Notes and Sync Collections.



Other formats

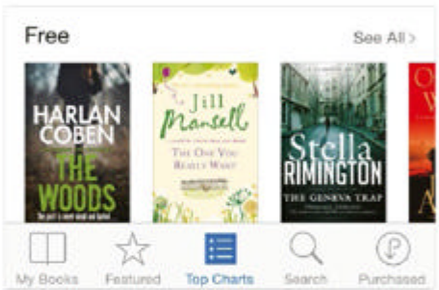
Note, however, that ebooks are not all the same. Multi-Touch Books will work only on an iPad. The iBooks app on your iPhone will open PDFs as well as ebooks from the iBooks Store, and also many ebooks from other sources, but not all, because some come in different formats. Don't worry, though: if you've got or want to get ebooks from other sources, just search the App Store for the appropriate reader app and install it in addition to iBooks. There are free reader apps for Kindle (Amazon), Kobo Books (WHSmith) and Nook (Barnes & Noble). Waterstones.com recommends an app called OverDrive Media Console to handle the DRM-protected ePub ebooks it sells. Unlike iBooks, though, these apps don't have integrated stores: to buy ebooks you need to use a browser to visit the store in question – Amazon, Waterstones.com, the Kobo store and so on.

HOW TO | FIND, MANAGE AND READ EBOOKS WITH iBOOKS



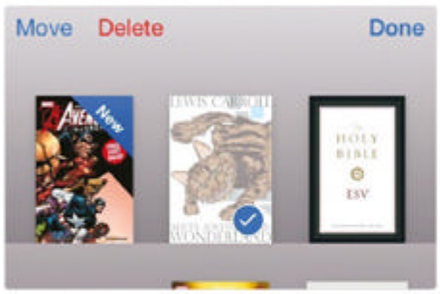
1 Get books

To fill your virtual bookshelves in the iBooks app, tap the Featured button at the foot of the screen to visit the iBook store. Like the App Store, this offers a range of ways to find what you want: tap Categories (top left) to browse, or scroll down for featured titles, best-selling authors, and more.



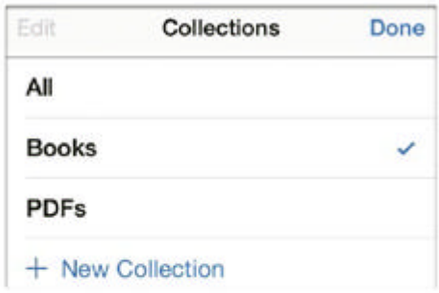
2 Find and buy

Tap the other buttons at the foot of the screen to see the current charts (paid and free are listed separately), view a long list of top authors (ditto), or search for what you're after. Tap the title you want to buy or download, then hit the price button to sample or buy the book. It will download and appear in your library.



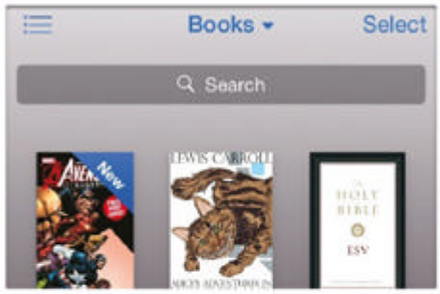
3 Organise your library

Tap My Books (bottom left) to return to your shelves. New purchases (or books you just haven't looked at yet) have a blue 'New' flash. To reposition a book, tap and hold, then drag it. To discard a book, tap Select (top right), then the book, Delete, then Done. You can't create folders here, but you can organise your books…



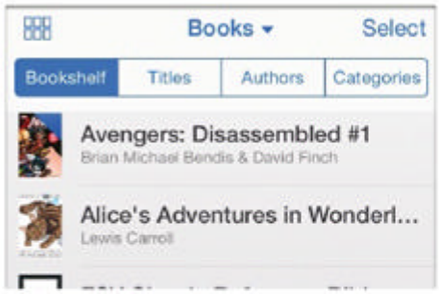
4 Switch collections

Tap the Books button in the middle of the top bar and you can opt to view any PDFs you have on your iPhone. Plus, you can tap New Collection at the end of the list on this screen and create a new Collection, which is like a folder. Tap Done, then Select, tap the books you want to move into this, then tap Move.



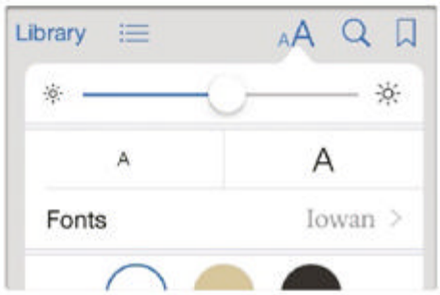
5 Search

Once you have a large number of books, finding the one you want might become tricky, although in iOS 8 you can view all the books in all your Collections at once. You can also search for titles in all your Collections: simply swipe downwards on any of the shelves to reveal the search bar, tap Search and start typing a title.



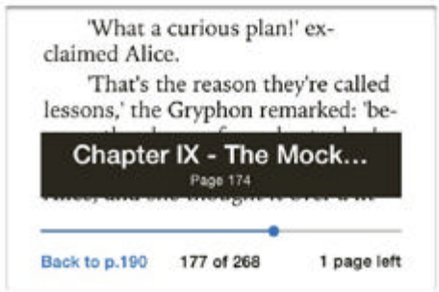
6 Change view

Tap the menu icon (the one with three lines) at top left to switch from shelf to list view. In list view, you can tap the buttons at the top of the screen to sort your books by title, author or category as well as view them in the order in which they sit on your virtual shelves. The Select button is available in this view too (top right).



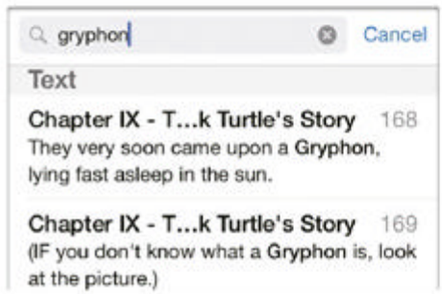
7 Reading options

From any view, tap a book to open it. Tap the AA icon (top right) to change the brightness, text size, font and paper colour – you might find sepia less glaring than bright white, or you can invert to white-on-black for night-time reading. You can even change how you navigate (view pages one by one or scroll continuously).



8 Navigate

You can tap Library at any time to return to your shelves. Tap the list button to view the book's table of contents, plus any bookmarks and notes you've added; tap an entry to jump to it. A line at the foot of the page shows how far through the book you are; you can drag the place marker to skip forwards or backwards.



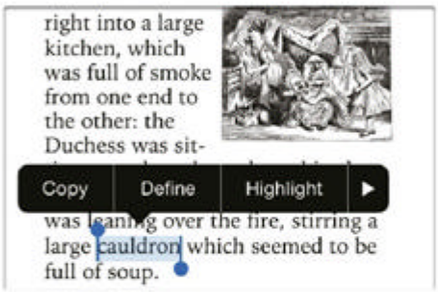
9 Bookmark and Search

Tap the icon at top right to bookmark the current page. You can add as many bookmarks as you like, then jump straight to one as in step 8. To remove a bookmark, tap the icon again. To search the book's text, tap the magnifying glass and type in the text you want, then tap a match, or even opt to search the web or Wikipedia.



10 Highlight and note

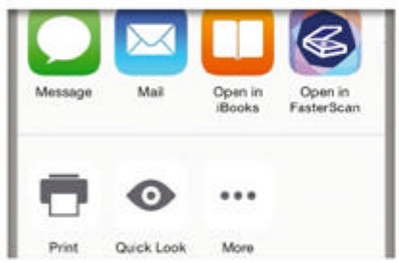
You can also mark specific passages: double-tap, tap-and-hold or drag a finger over a section of text, then drag the blue end handles to select what you want. Tap again to change the colour of the highlight (the first icon in the pop-up), remove it (the trashcan), add a note, share the passage, or more…



11 More options

Tap the right-pointing arrow in the pop-up for yet more options, including copying the highlighted passage and searching for it in the rest of the book (see step 9). If there is a web link or hyperlink in the selected block of text, you also get the option to open the link. If you select a single word, you can seek a definition of it.

OPENING A PDF



If you have any PDFs saved on your iPhone (or synced from your computer via iTunes), you can open them in iBooks as in step 4. If you receive one as an email attachment, don't just tap it to preview it: instead, tap and hold, then select Open in iBooks.

Listen to podcasts

Get audio and video podcasts the easy way

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

Podcasts are like DIY broadcasting – prerecorded audio or video shows that you can download (mostly for free) and enjoy on your computer, iPhone or other device. In the past, you'd find them under the Podcasts tab in the iTunes Store: download one and it appeared in your Music app or Videos app, where you could play it at your leisure. Now Apple has the Podcasts app (pre-installed in iOS 8), so you can find, manage and play podcasts in one place.

There's a huge range of podcasts available, and the topics are as varied as the people who create them. The Podcasts app lists Featured stations which you can scroll through to find something that interests you, and Top Charts will highlight the audio and video podcasts that are currently most popular. The app also enables you to subscribe to your favourites, so that new episodes are automatically downloaded when available.

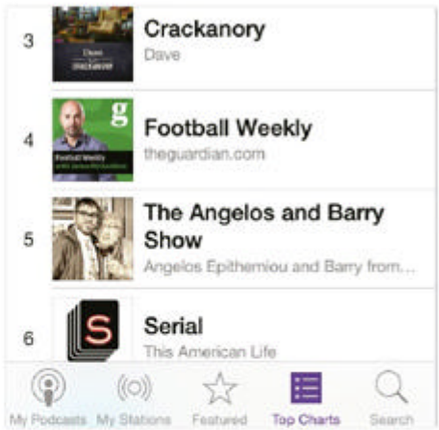
To access this feature, tap on the podcast you like and then tap the Subscribe button next to the show's image. Alternatively, in your Podcasts library (My Podcasts) – tap on the podcast and then on the 'i' to get more information about it, mark it as played, add to an On-The-Go playlist or remove it.

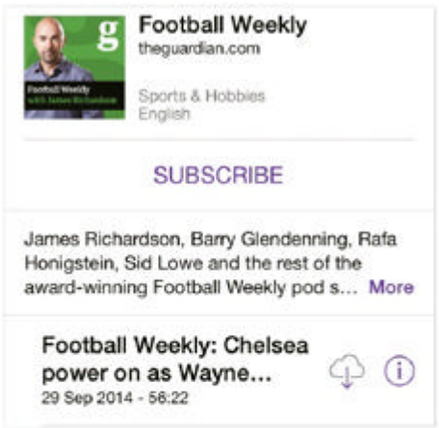
Other useful features include a Sleep Timer, to specify how long a podcast should play for (found in the playing window), a speed altering button and the option to share a podcast.

Apple has done a great job with this app, bringing what was a dying format back to life.



HOW TO | GET PODCASTS WITH THE PODCASTS APP







1 Top Charts

When you first open the Podcasts app (which is already on your new iPhone 6 thanks to iOS 8), tap on the centre of the screen and you'll be taken to the main area with Featured podcasts. Tap on Top Charts at the foot of the screen to see listings of the most popular podcasts in video and audio. Scroll down to see more shows.

2 Download and listen

Tap on a podcast and its details will pop up. Tap the Subscribe button to get new episodes of this podcast from now on. To download an individual episode, tap the download arrow. Once downloaded, it's stored in your Library. To delete an episode, swipe left and tap Delete. Use the 'i' button to get a text description of that particular episode.

3 Podcast options

Tap on a podcast to play it – you'll see it fullscreen with player controls and the Sleep Timer option. You can also alter the speed of the playback from here. If you go back to your Library and tap the 'i' button (In This Station), you'll be able to download older episodes too. You can use the scrubber (below the podcast artwork) to skip through an episode.

Take a course with iTunes U

Find support materials or whole courses for you to study

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

Like the iPad, your iPhone 6 is a powerful interactive education tool. It's highly portable, so you can use it in the classroom or almost anywhere else.

Even so, being a student isn't easy, especially when you get to college level and beyond. It's a huge financial strain to meet course fees plus living costs, before you even consider the price of textbooks and other support materials. Apple's free iTunes U can help a little here: it provides the largest collection of courses available for free, in a dedicated section of the iTunes Store or via the iOS app.

Set up in 2007, iTunes U was designed as a way for academic institutions to share content with their official students, but also to make those courses available worldwide for free. There are more than half a million tutorials, videos, books and other study materials ready to download at no cost, from a vast range of institutions, including high schools and universities around the globe, plus museums, libraries and more.

There are more than half a million tutorials, videos, books and other study materials

VISUAL GUIDE | FINDING COURSES ON iTUNES U

Find great courses all from the comfort of the iTunes Store

Categories

1. Tap here to view the available courses by category, so you can look through the options that relate to the subject you're interested in.

Library

2. Tap this to return to your personal library of course materials that you've downloaded, either on this device or synced via iCloud across all your devices.

Featured

3. Check out promoted courses, the most recent additions or see the most popular courses by scrolling down to the 'What's Hot' section.

Charts

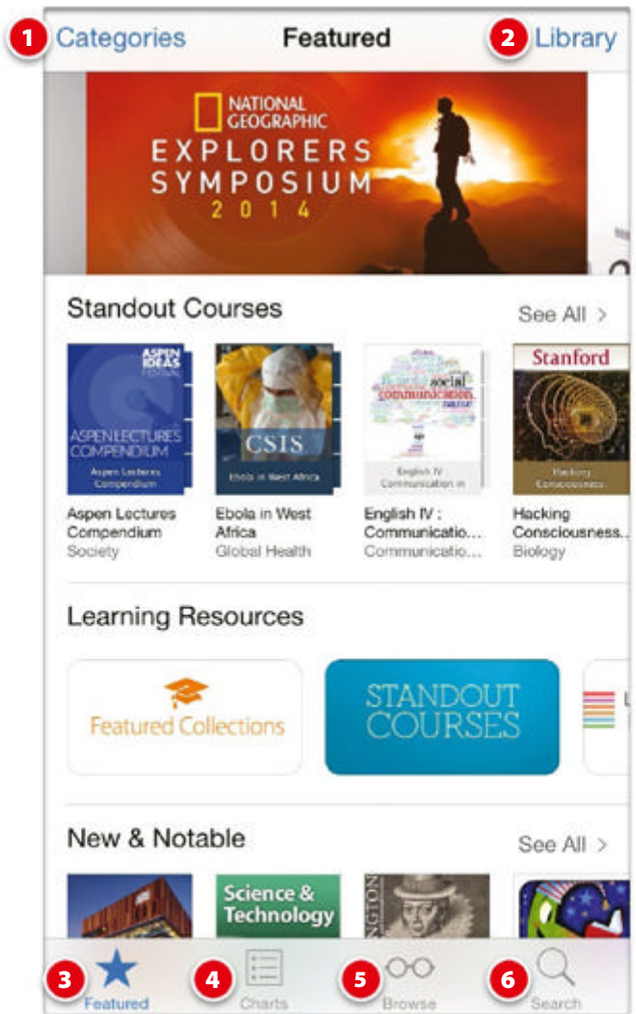
4. Not sure what you're looking for? Tap the button at the foot of the screen to see the most popular courses and collections listed in order of popularity.

Browse

5. Tap a button to look for specific courses either by level of study or by institution within a level. Swipe left to see more.

Search

6. Tap in the search bar and start typing to directly search the iTunes U catalogue by any keyword you choose.



Master Game Center

Top the Game Center leaderboards and become a high-score hero

Back in the good old days, the primary aim of many arcade games was to top the high-score table. Having spent countless hours shoving coins into a machine and mastering its intricacies, you'd finally achieve the coveted prize of being the very best; on carefully entering three initials, you'd enjoy a brief spell of (admittedly extremely localised) superstardom, which abruptly came to an end when the arcade owner had the audacity to pull the machine's plug.

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, at least one game that uses Game Center

Modern gaming is rather more enlightened, if only because it tends to have a better memory – these days, high-score leaderboards and achievements are often stored online. Better, these can be worldwide tallies and also tailored specifically to your own group of friends who enjoy the same kind of dot-munching, alien-killing, bird-flinging, puzzle-solving, breakneck racing that you do.

Game Center is Apple's take on what's become a kind of multiplayer gaming version of social networking. Not surprisingly, it's rather popular: many tens of millions are signed up to the service, and a vast number of iOS games support it. Depending on the title in question, you can compare scores with friends and battle to collect achievements, all the while adding to your Game Center points tally for extra bragging rights.

The service also provides a foundation for multiplayer gaming. It supports both turn-based titles like Super Stickman Golf 2 and Letterpress, and also live efforts such as racer Asphalt Overdrive. Depending on the game, you can challenge a friend or be automatically matched with people who have a similar level of experience.

1 All about me

The Me screen is your Game Center overview. Important statistics sit inside floating balloons, and these or the toolbar buttons are used to access Game Center's sections. You can also personalise the Me screen a little: tap the speech balloon to add a short catch-phrase; tap the photo and select Choose Photo to use a photo from your iPhone's library, or tap Take Photo to add one using the camera.

2 Making friends

The Friends list can be reordered alphabetically, reverse-chronologically or by points earned. On selecting a friend, tap a game and then Points to compare achievements. To make a new friend request, tap the + sign. In the Friend Request window, add a Game Center ID/email address and message, then tap Send. Received requests appear above the buttons for reordering the list and can be accepted or ignored.

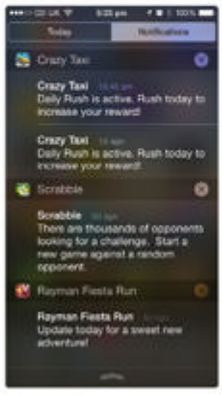


3 Games collection

The Games tab provides access to recommended games (or, as we call them, 'adverts') and then your own games; a search field enables fast access to a specific title – useful, given that the games list is only ever ordered reverse-chronologically. Each game's icon is displayed, along with when it was last played and the number of achievement points you've won out of a possible total. Tap to access leaderboards.

Be alert

If you're a keen gamer, it pays to know how to tone down Notification Centre, or otherwise you'll be driven bonkers by constant updates. In Settings, tap Notification Centre and then Game Center. You can then define how you're alerted to updates, such as multiplayer moves and challenges. (We recommend turning sound off!) Individual games will also often send their own notifications, some of which will be rather spammy/nagging in nature. These can be reduced or turned off entirely using the same controls in the Settings app.

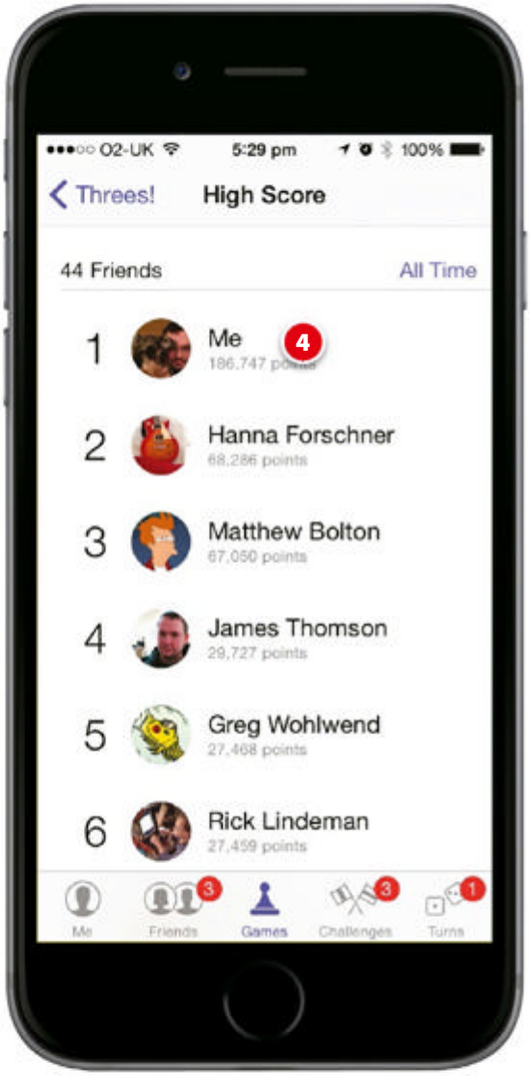


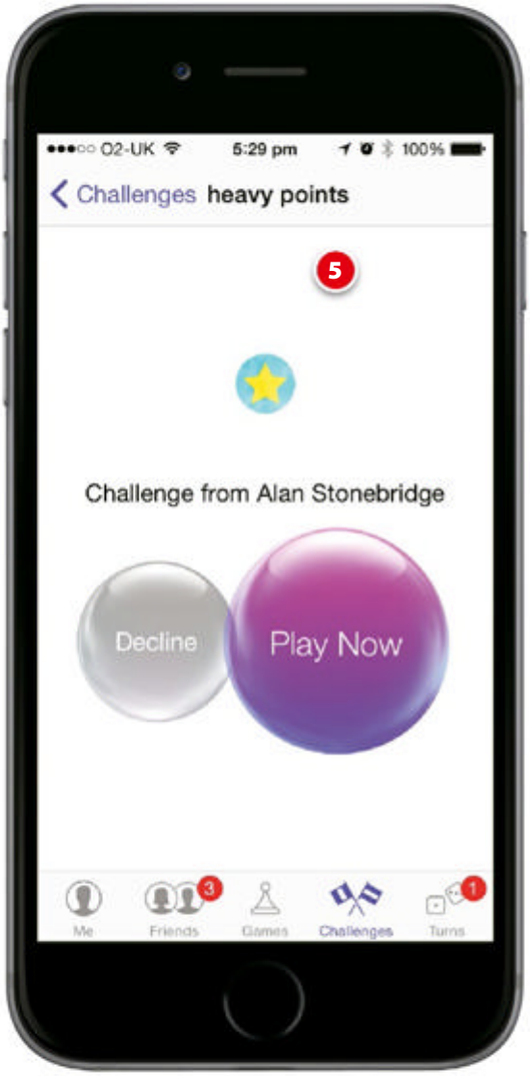
Deleting games

When you delete an app, iOS also deletes its data, but for games that use Game Center you get the option to keep your scores; these are then picked up on a reinstall. The more tech-minded can also fully back-up and safeguard game data by copying the app's /Documents and /Library folders to a Mac or PC using the free app iExplorer.

Taking turns

Turn-based games (either asynchronous or live) work in iOS in various ways, but many games use Game Center. Although you can receive updates regarding new moves and challenges through Notification Centre, Game Center's Turns tab also provides a recent history, along with access to currently active games. To take your turn, simply tap an active game, tap 'Play your turn', and the relevant game will launch.





5 Rise to the challenge

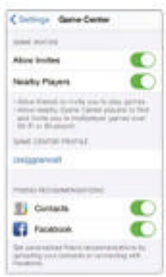
Challenges sent to you appear in the Challenges tab. Tap Play Now to accept – a price display that links to the App Store replaces this if you don't own the game – or Decline if you aren't interested. To issue a challenge to all friends, tap an achievement or score on a game's page and then tap Challenge Friends. For an individual challenge, select someone from Players on a game's page, tap Send a Challenge, then tap a score or achievement.

4 Score boards

Individual game pages vary. At most, you'll get tabs for Leaderboards (high-score tables), Achievements (one-off in-game targets that award you Game Center points), and Players (friends who own the game). If a game has multiple leaderboards, you'll have to select one from the list. Access a leaderboard, and high scores specific to your friends list will be displayed above worldwide rankings.

Get set

Game Center has its own section in Settings, which warrants exploration before you use the service. You can set which ID you use, whether your profile is public (tap the profile, sign in and set the control as appropriate), and which contacts are used as the basis for friend recommendations. The Game Invites controls are also important: if you fail to turn on Allow Invites, your friends won't be able to invite you to new games – only the reverse will work, assuming *they* have Allow Invites activated.




iPod
16:00
BBC NEWS
BBC News
BBC WEATHER
BBC Weather
Sport
Shopping
Google Maps
LastPass
Tips
144
Extras
Games
Messages



iPhone 6
MADE SIMPLE

Tips & Tricks

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iPhone playing up? App misbehaving? Here are a few tips to help sort out the problem

Declutter your Home Screen

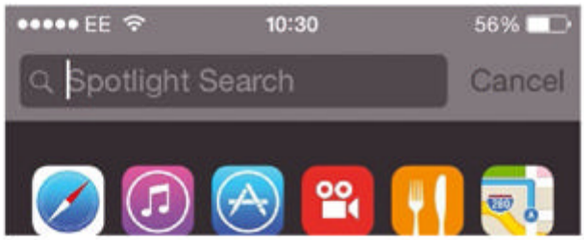
It's easy to add more apps, but what about keeping them organised?

We've already seen how easy it is to find more apps for whatever you want to do, and install them on your iPhone. If you find you enjoy downloading and trying out new apps, then more and more Home Screens are added automatically to accommodate your growing collection – but things can quickly get rather cluttered, and it becomes tricky to find your favourite apps when you want them.

Even if you stick with the built-in apps for some time to come, the most obvious way you can save yourself loads of time is by arranging your apps so that the ones you use most are always close to hand. So, if you love your social networks, put Facebook and Twitter on the first Home Screen or in the iPhone's Dock.

You might also want to think about using folders to group similar apps to reduce clutter and help you find them more quickly, just as you might on a Mac or PC. Here we'll show you a few more ways to keep your workspace clear – because there are always more apps to try…

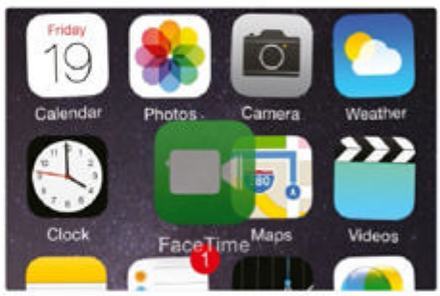
Two tips to note: First, if you've got multiple Home Screens, pressing the Home button when viewing any of them takes you back to the first one – so you might wish to include your most-used apps there. Second, if you do have a lot of apps installed, rummaging through them all won't be the fastest way to locate the one you want. Instead, on any Home Screen, swipe downwards anywhere except the very top of the screen (swiping from the top, remember, will open the Notification Centre) – this brings up the Search bar, and you can then start to type in the name of the app you're after. When it appears below, simply tap it to open.



To bring up the Search bar, swipe downwards on any Home Screen – though not from the very top: doing that will open Notification Centre.

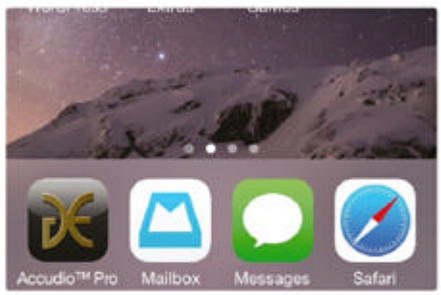


HOW TO | ORGANISE YOUR APPS



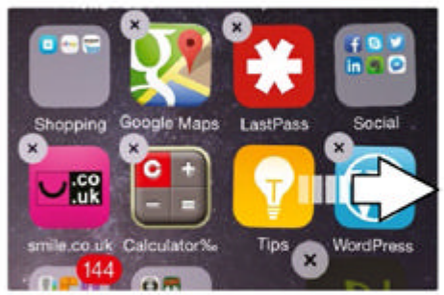
1 Move and arrange

Want to arrange your apps in a different order? Tap and hold on any icon until they all start to jiggle. You can now drag any of them wherever you want – the others will slide out of the way to make room for it. When you've finished (with any of the procedures on these two pages), press the Home button.



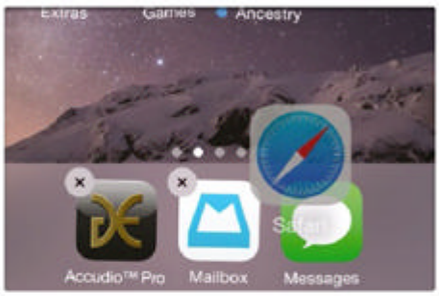
2 Multiple screens

Newly installed apps automatically get added on a second Home Screen (or more if needed). The dots above the Dock at the foot of the screen indicate how many Home Screens there are and which of them you're currently looking at. To see the next one, just swipe one finger across the screen.



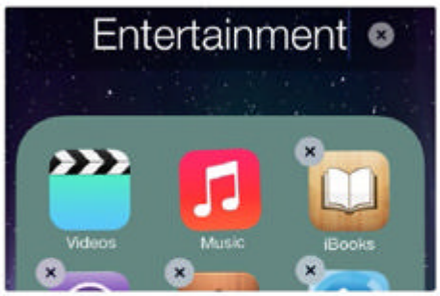
3 Move between screens

To move an app to another screen, tap and hold an icon as in step 1, then drag it to the edge of the screen. After a brief pause, the next screen will slide into view. There's no limit to the number of Home Screens you can have in iOS 8. To create a new Home Screen, drag an icon to the right-hand edge of the last screen.



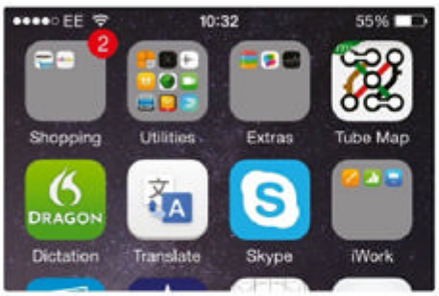
4 Dock your favourites

Want to keep some apps on hand at all times? The Dock at the foot of the screen can hold up to four favourite apps and stays the same on every one of your Home Screens. To make room in it, tap and hold as before, then drag an icon out of it; to add an app, tap and hold the icon, then drag it to the Dock.



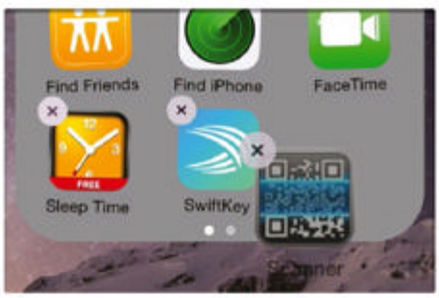
5 Creating folders

You can also organise apps into folders. To create a folder, tap and hold an icon, then drag one icon on top of another. The folder will be given a name based on the apps; to change this, enter jiggle mode, tap the folder to open it, tap the name field, and type in a new name. Press the Home button when done.



6 Using folders

If a folder contains apps that show alerts on their icons (such as Mail, which shows the number of unread messages), the alert will also appear on the folder icon. To access the items in a folder, tap the folder to open it, then tap the icon you want. To exit the folder, tap the screen outside it or press the Home button.



7 Modifying folders

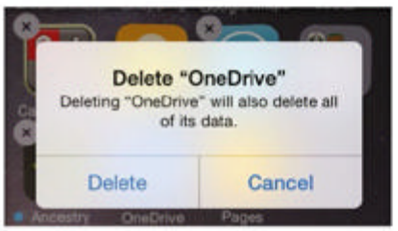
In iOS 8 there's no limit to the number of items a folder can hold – they can extend over multiple pages if you wish. To add more apps to a folder, tap and hold an icon to enter jiggle mode, then drag the icons you want onto it; to remove items, enter jiggle mode, tap the folder to open it and simply drag icons out.



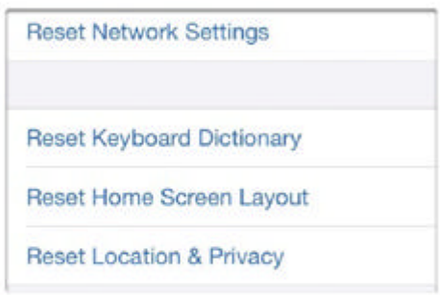
8 Folders in the Dock

You can even add folders to your Dock, not just individual apps, so you can have whole groups of apps accessible from every Home Screen. Note, though, that you must create the folder first and then drag it to the Dock – if you try to drag icons on top of anything already in the Dock, it just slides out of the way.

DELETE AN APP



To delete an app, tap and hold on any icon until they all jiggle, then tap the X in the top left corner of the unwanted app's icon. Note that 'built-in' apps can't be deleted. To delete a folder, drag all the contents out of it – it will be deleted automatically when it's empty. So will empty Home Screens.



9 Undoing and resetting

If you get in a muddle or want to undo a change, your options are limited. If you go to Settings > General > Reset and tap Reset Home Screen Layout, this restores the Home Screen to its original layout – but it also removes all folders you've created and applies the default wallpaper to your Home Screen(s).



10 Work in iTunes

Organising things can feel fiddly on an iPhone, but you can also do it on your computer. Connect your phone to the computer and open iTunes. Click your device's name in the top bar, then click the Apps tab to see its Home Screens and folders. Just drag icons around to rearrange apps, screens and items within folders.



11 Managing screens

To see larger previews, drag the scale slider above the Home Screens to the right. To move apps between Home Screens, drag their icons between the previews. To add a new Home Screen or a new page in a folder, click the plus sign to the right. When done, click the Sync button at bottom right to apply your changes.

Free up some space

Make room on your iPhone for new apps and media

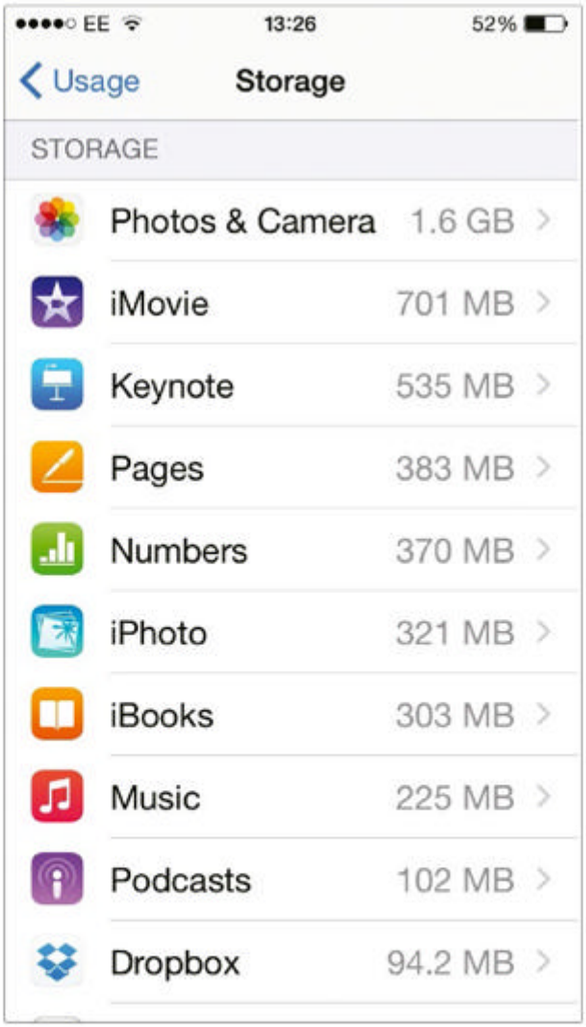
SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8

Regardless of what capacity iPhone you have, there will come a time when you'll find there's not enough space for a movie or big new game that you want to add. The good news is that you can clear apps, photos, videos and other items off your device at any time. The bad news is that it isn't always obvious how to delete various kinds of items, and different methods are needed for different items.

Since iOS 7, however, it has become easier to find the space hogs and work out how much you'll regain by removing something. To begin, tap Settings > General > Usage and, near the top, under the Storage heading, you'll see the Available figure. Need more? Let's look at the options.



Tap Settings > General > Usage > Manage Storage to see the space hogs that are eating into your valuable storage space.

Deleting an app

Your installed apps are listed on the Usage screen in order of size. (Scroll down and tap Show all Apps to see smaller apps.) Tap one to see how much space the app itself takes up and how much is being used to store its data and documents. Except in the case of built-in apps, which can't be deleted, you can tap Delete App to reclaim all this space.

As we've seen, you can also delete apps on your Home Screen: tap and hold on an icon until they all start to jiggle, then tap the X on an icon to delete that app. The effect is exactly the same either way.

Whichever method you use, bear in mind that deleting an app also deletes all its saved documents and data. You can re-download any app you've purchased from the App Store, free of charge, at any time, but this won't restore its data – you'll need to use your iCloud or iTunes backup for that.

Delete videos

Video files can be huge, so it makes sense to delete any you've watched or don't want. In the Videos app, tap the Films, TV Programmes or Music Videos tab, then tap the blue Edit button at top right, and tap the X on the unwanted file. To delete individual episodes of a TV show, tap the show title to see the list, then swipe to the left across an episode and tap the Delete button that appears.

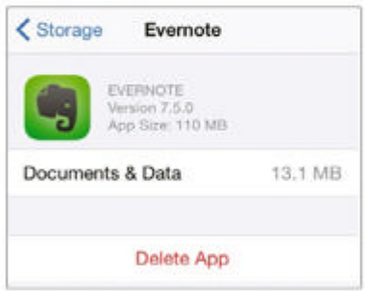
Note that if you delete a rented movie, it's gone for good. If you delete any other video file, it's removed from your iPhone but remains in the iTunes library on your computer, and will be added back to your iPhone next time you sync unless you set iTunes not to sync that particular video file.

Delete photos

By default, a copy of every photo you take on any device you have linked to the same iCloud account as your iPhone is saved into the Photo Library on your iPhone. (You can stop this happening by tapping Settings > Photos & Camera and setting My Photo Stream to off). If you create shared albums, or open a shot with another photo-editing app and then save it in that app, the same photo may be copied yet again. This means you may have multiple copies of the same photo cluttering up your iPhone, not to mention substandard shots you just won't want to keep in the first place. Why not delete one or more? To delete one photo or several, open the Photos app, tap Select (top right), tap the image or images you want to get rid of, then tap the trashcan (bottom right). If you've tapped a photo to view it, you can also delete it straight away by tapping the trashcan at bottom right.

Use the same methods to delete a photo or multiple photos in any album or your iCloud Photo Sharing collection – to access these, tap Albums or Shared respectively at the foot of the main Photos screen.

Bear in mind that deleting a photo from your Photo Stream will remove it from that Photo Stream on all your devices, but only when they sync, which happens the next time they connect over Wi-Fi. Also, it will not affect the original of that photo, which will remain

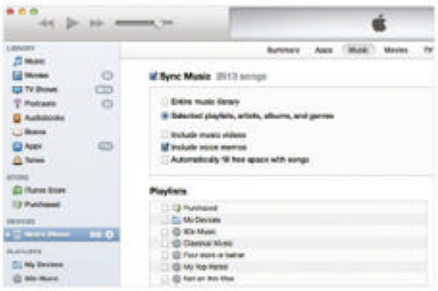


Tap an app's name to see how much space it – and its associated documents and data – are taking up.



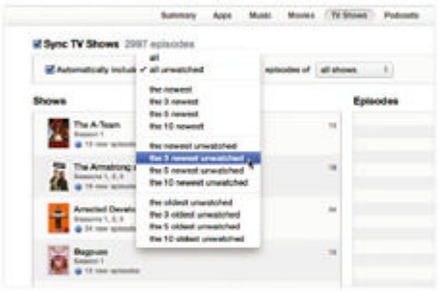
Low on space? Check for duplicate images within your Photo Library, albums and Photo Stream.

HOW TO | MANAGE SPACE ON YOUR iPHONE USING iTUNES



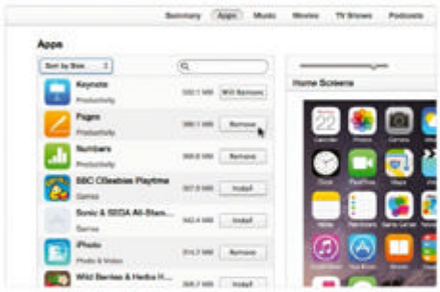
1 Control the music

If you manage your iPhone using iTunes on your computer and your music library is set to sync to your device in its entirety, do you really want all that content on there? If not, go to the Music tab in iTunes and under Sync Music untick 'Entire music library'. Instead, tick 'Selected playlists, artists, albums…'



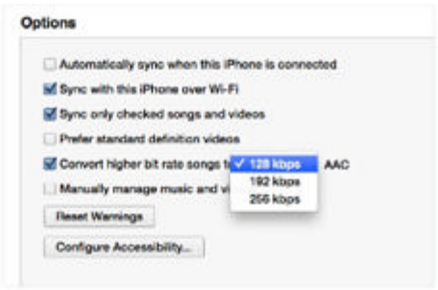
2 Manage other media

If space is a problem, you probably don't want to enable 'Automatically fill free space with songs'. Now turn to the other media tabs, and tweak the settings so you're adding only what you want on your device. Under Movies and TV Shows, you can specify that once you've watched something, it will be deleted.



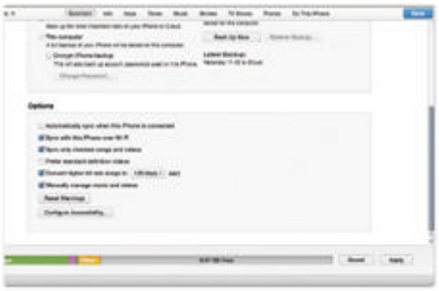
3 Clear unwanted apps

Switch back to the Apps tab and click the Sort by… button above the list of apps. Set this to Sort by Size to view the largest apps first. Uninstalling an app is as simple as clicking the Remove button next to its name. Do this and the button changes to Will Remove. Repeat for other unwanted apps before clicking Apply.



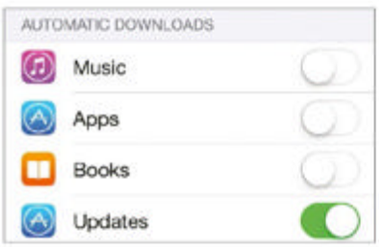
4 Make songs smaller

To fit more content on your iPhone, you can choose to sync audio tracks at lower quality. On your iPhone's Summary screen in iTunes, under Options, tick 'Convert higher bit rate songs to…' and select an option in the menu. A lower bit rate means less space taken up; the sound quality should still be acceptable.



5 Assess the results

As you make changes to what's synced to your iPhone, you'll see the coloured capacity bar at the foot of the iTunes window update in real time to show you how much space you've still got free, or whether you've overshot. When you're happy, click Apply to apply all the changes you've made to your device.



AUTO DOWNLOAD

If space is short on your iPhone, go to Settings > iTunes & App Store and disable Automatic Download of all your app, music and book purchases. Instead, you can tap Purchased and download the items you want on that device individually.

in Photos on the device on which you took it (until you delete it manually). See page 102 for more on Photo Stream.

Delete a song

In the Music app in iOS 8, you can delete individual songs or entire albums. Simply navigate to the unwanted track or album, swipe left, then tap Delete. Note that deleting a song won't delete the track from iCloud or from the iTunes library on your computer: if you don't want it restored next time you sync, you need to delete it there or set it not to be synced. Be aware that deleting a track from a playlist won't remove it from your iPhone – a playlist is just a list. Finally, if iTunes Match is turned on, you can't delete music yourself. If space is needed, the iTunes Match service will remove music for you, starting with the oldest and least played songs.

Magazines and books

Interactive magazines on the shelves in your Newsstand can take up a huge amount of space. To delete one you no longer want, tap and hold on any of them until they all start to jiggle, then tap the X on any you don't want. Press the Home button when done.

Confusingly, you need a different procedure for deleting ebooks and PDFs. In the iBooks app, tap Select, then tap each item you want to remove. Now tap Delete, then Done.



To delete a book in iBooks, tap Select, then the item, followed by Delete and Done.

Restore items

Changed your mind? If you want to restore a deleted app at a later time, you can download it again, for free, by going to the App Store and tapping Updates > Purchased (and then optionally Not On This iPhone). For music, films and TV series, go to the iTunes Store and tap More > Purchased. For books, open iBooks, tap Store, then tap Purchased at the bottom right. You can also use iTunes on your computer to re-download any apps, music and videos you previously purchased.

Search with Spotlight

Intelligently find things with iOS 8's built-in search feature

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

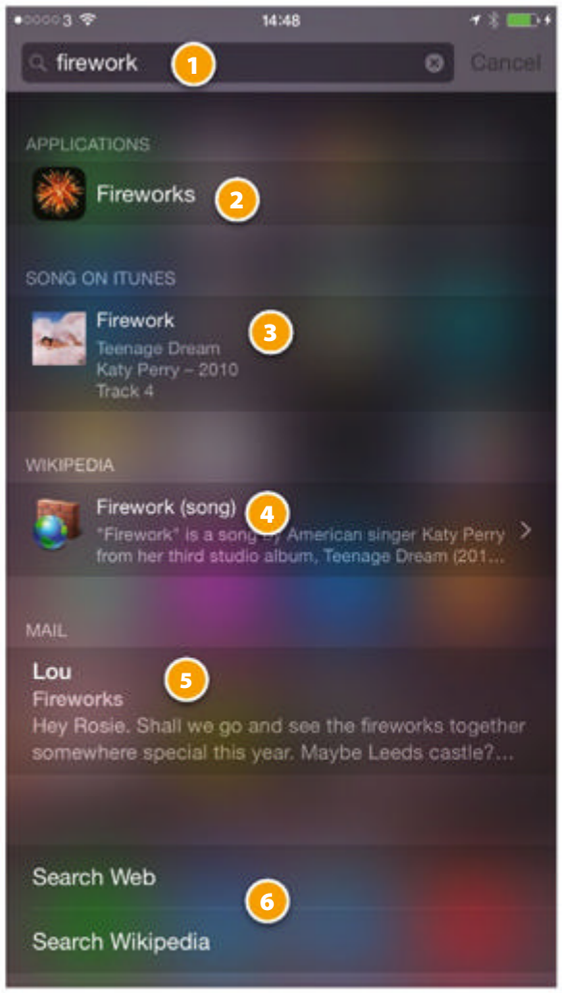
Few features in iOS change the way you use an iPhone as radically as learning to use Spotlight, Apple's one-stop shop for finding anything on your iPhone. Accessing it is easy: to bring up a Spotlight search window, just swipe a finger down from the middle of the Home Screen (or in practice, from the first row of icons or below – swiping from above this opens Notification Centre).

You can search for all kinds of things in Spotlight, and it's the sheer range of options available that makes Spotlight so impressive. As well as the obvious things – Contacts, Music, Mail and Messages – you can also search for apps, videos, notes, events and reminders on your iPhone. Even more importantly, in iOS 8 you get results from the internet: along with the content on your phone you get Wikipedia results, movies, music and apps along with web search results.

Spotlight is more powerful than ever in iOS 8, and once you start using it you won't look back.

You can search for all kinds of things, and it's the sheer range that makes it so impressive

VISUAL GUIDE | FIND THINGS WITH SPOTLIGHT



Find just about anything with your iPhone

Search

1 Swipe one finger down to reveal the Spotlight panel. Enter whatever you're looking for into this text box. Spotlight returns results below as soon as you start to enter text, so you typically don't need to type the full word.

Apps

2 One of the handiest features about Spotlight is that it can search for apps installed on your iPhone. Using Spotlight is often faster than hunting for an app inside folders, and can help if you've lost an app in a cluttered display.

Media

3 Spotlight can find any songs or movies inside your Music or Videos apps, but it also now returns songs and movies from the iTunes Store. Spotlight Suggestions are a great way to discover a new music track, app or movie.

Wikipedia

4 The popular online encyclopaedia is fully integrated with Spotlight. Now when you enter a search term, Spotlight returns the result of that term from Wikipedia. Tap the result to read more of the Wikipedia entry directly inside Spotlight.

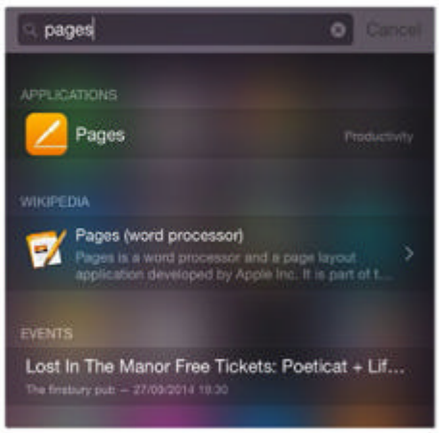
Mail

5 Spotlight searches all the core information on your iPhone, from apps such as Mail, Contacts, Reminders and Calendar. You can search for the text inside messages, for example, as well as subject headers and senders.

Web results

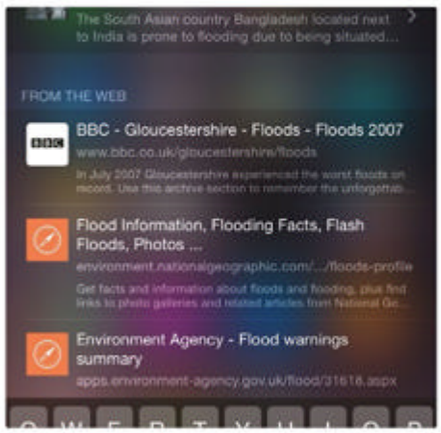
6 Spotlight can also return suggestions from Bing (you may need to activate Bing Web Results in the Spotlight settings). At the foot of Spotlight, you'll find Search Web and Search Wikipedia options. These open the Safari app and take you to your default search engine (usually Google) or the Wikipedia website.

HOW TO | FIND THINGS IN SPOTLIGHT



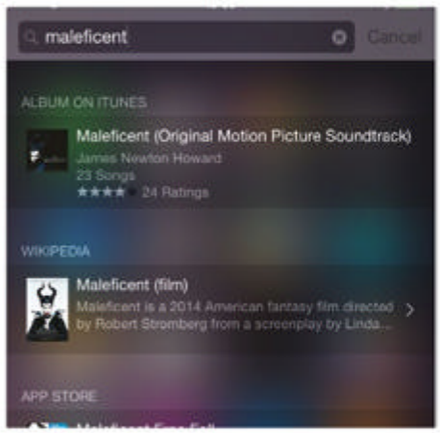
1 Access Spotlight

Place one finger in the middle of the Home Screen (not the very top) and swipe vertically downwards. You can access Spotlight from any Home Screen. Type in a search term, whether it's people, apps or the contents of emails or messages. Results will start to appear as soon as you start typing. If you see what you're looking for, tap the item in Spotlight to get more information or be taken to the app containing that content.



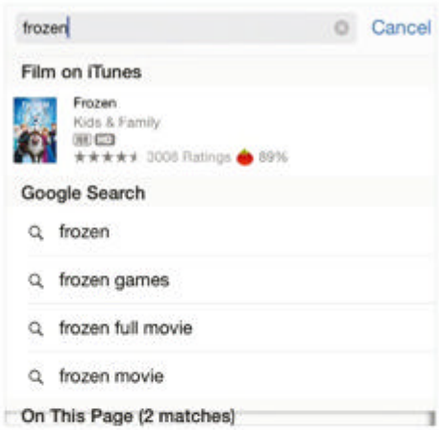
2 Searching the web

Spotlight now finds information from the internet and Apple's stores under a From The Web section. As you enter search terms, you'll see news stories from major sites such as the BBC, Guardian, Daily Mail, Telegraph and Fox News. Spotlight also returns links to websites, so for example, if you search for Disney you get a direct link to the Disney.com website. Tapping one of these options opens up Safari and takes you to the appropriate site.



3 Spotlight Suggestions

A new feature in iOS 8 is Spotlight Suggestions. These link to apps, movies and music from the iTunes Store and App Store. Enter a term into Spotlight, and you get links to iTunes songs and albums (along with ratings). Tapping one of these takes you to the appropriate store, where you can preview or purchase the item. Wikipedia web results are also part of Spotlight Suggestions, and tapping one of these opens the information inside Spotlight itself.



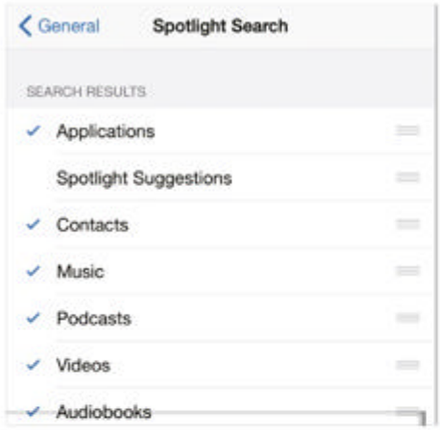
4 Spotlight and Safari

Spotlight and its suggestions aren't limited to the Home Screen of the iPhone; it also works in the Safari app. When you enter something into the Smart Search bar in Safari, it also returns Wikipedia results and items in the App Store and iTunes Store, with search engine suggestions below. Some people find this a little much, and you can disable this functionality by tapping Settings > Safari and setting Spotlight Suggestions to Off.



5 Quick Website Search

The new Quick Website Search option enables you to augment your main search engine (Google, by default) with a website's own search engine. So, just visit a website (such as www.techradar.com) and use its own search box to find something. It is now added to Quick Website Search (Settings > Safari > Quick Website Search). When you enter the name of the site into Safari search, it returns results directly from that site.



6 Spotlight settings

The main Spotlight settings are separate from those for Safari Spotlight. Tap Settings > General > Spotlight Search, and drag the three-line icons on the right to move items up or down and rearrange them in the order you prefer. You can also tap items to select and deselect them. At the very bottom is the Bing Web Results option, which may be set to Off by default. You can also disable Spotlight Suggestions if you don't want to view App Store suggestions.

Maximise battery life

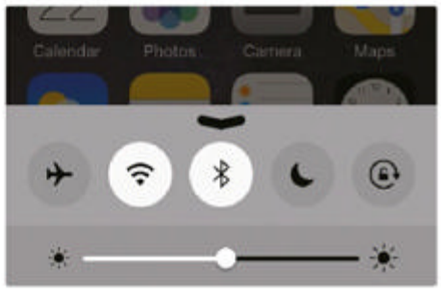
Tips to help make your iPhone go that crucial extra mile – or minute!

Your iPhone can do so much for you, it will quickly become indispensable. But frequently checking your emails, making FaceTime calls and watching streaming video all inevitably sap the battery. This isn't a problem if you're somewhere you can plug in your iPhone for a recharge, but all too often you'll start seeing low battery alerts on your iPhone's screen when you're far from a socket. But this doesn't mean there's nothing you can do!

The most effective ways to eke out what remains of your iPhone's battery power are turning off power-hungry features such as 3G/4G networking, Bluetooth and Location Services, and not using streaming services. Consider turning off push email so your iPhone doesn't automatically look for and fetch new email messages every few minutes – you can still check manually when you need to. Other background services that periodically check for new content, such as Facebook and Twitter, can also be switched off to preserve battery power.

Finally, reduce the screen brightness as low as you can comfortably go, and set the screen to dim after a few minutes' inactivity – you'll be amazed at the difference this can make.

HOW TO | IMPROVE BATTERY LIFE



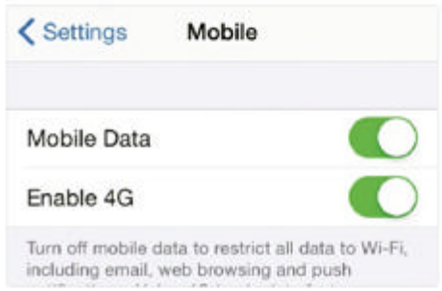
1 Stop networking

Bluetooth is a big battery drain, so if you're not actually using a Bluetooth earpiece or other device, swipe up from the bottom of the screen to open Control Centre and switch it off. Even if you're using Bluetooth, switch AirDrop off – broadcasting your availability to the world costs power, so keep it off until you need it.



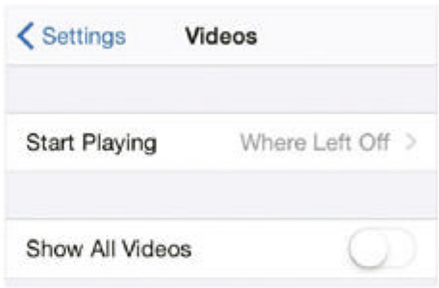
2 Dim the screen

The screen backlight is one of the main drains on the battery. So tap Settings > Display & Brightness and switch on Auto-Brightness; the screen will then adjust itself on-the-fly for the conditions. If juice is really low, open Control Centre and drag the brightness slider down as low as you can while keeping things readable.



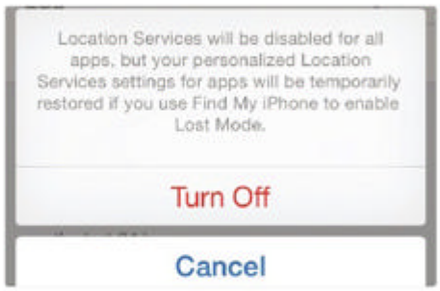
3 Switch off 3G/4G

It's far more power efficient (not to mention cost efficient) to use Wi-Fi, where available, than 3G or 4G to get online. To switch off Mobile Data, go to Settings > Mobile and toggle the Mobile Data switch to off. Email and web browsing will now only take place using the more battery-friendly Wi-Fi.



4 Stop 3G sync

Even if you want to use mobile data to browse the web, it's an idea to go to Settings > Videos and make sure that Show All Videos is not enabled. If it's enabled your iPhone will stream videos from your iCloud account as well as playing those already stored on the device, which will in turn drain your battery.



5 Location Services

Using various power-hungry methods, including GPS and Bluetooth, your iPhone can pinpoint its location. To save power, disable this in Settings > Privacy > Location Services. (Note that location-based apps such as Weather or Maps may have problems.) Find My Phone will override this if you need to locate a lost phone.



6 Change email settings

To stop the iPhone constantly connecting for new emails go to Settings > Mail, Contacts, Calendars > Fetch New Data and switch Push to off. Now scroll down to the Fetch schedule and change the frequency to Manual. To stop app updates happening automatically, tap Settings > General and turn off Background App Refresh.

Improve autocorrect

Make typing easier with a few careful tweaks

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
iPhone, iOS 8

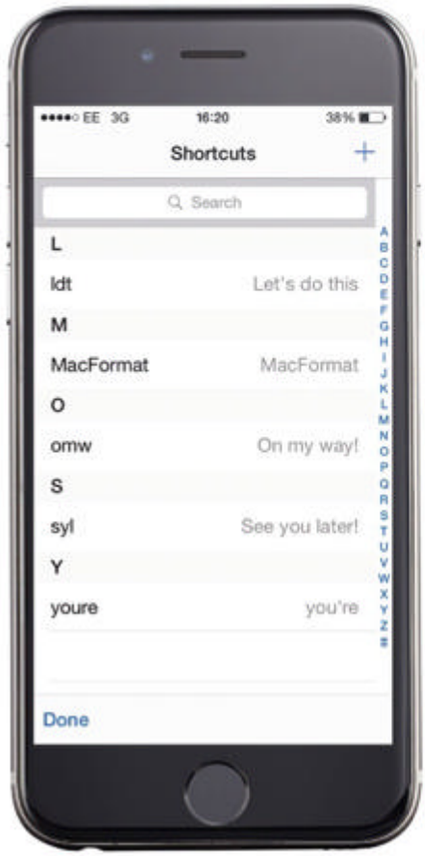
Even if you've never experienced a full-on, mortifying 'Damn you, autocorrect!' moment, you've probably still had irritations with the system on your iPhone. We happen to think it's quite good, but even if you opt to switch off the Predictive engine it's still useful to know how to manage autocorrect.

The first thing to know is that you can cancel out corrections either as they're happening or just after. If iOS is going to correct a word as you're typing and you've disabled Predictive typing, a bubble pops up next to the word, telling you what it will correct into. To stop it changing, tap the bubble. If the word is right, just hit the space bar to add it in.

If you realise it's corrected a word after typing, just hit backspace to delete into the word and retype – autocorrect won't kick in again unless you drastically change the word. When you fix autocorrect's changes, the dictionary learns your new words, so it won't bug you for corrections next time.

You can turn autocorrect off in Settings > General > Keyboard if you like; and if you feel you'd be better off starting over with the system afresh, you can simply reset your autocorrect dictionary in Settings > General > Reset > Reset Keyboard Dictionary.

To stop autocorrect occurring, tap the bubble next to it; if it's correct, tap the space bar to add it



HOW TO | CHEAT WITH TEXTEXPANDER



1 Teach TextExpander

There's a great but little-used feature in iOS called TextExpander, which enables you to set 'shortcuts' for longer messages – Apple's example is that you can just type 'omw' and it autocorrects to 'On my way'. This system ties into the general autocorrect system, so we can use it to make some cunning tweaks. To begin, tap Settings > General > Keyboard > Shortcuts.



2 Specific replacements

If you've accidentally made autocorrect learn a common mistake that it should be correcting (something like 'youre'), you can use TextExpander to fix it. Tap the + sign, and in the Phrase field, enter the correct word. In the Shortcut field, enter the one that you incorrectly typed before. Tap Save, and now when you write the latter, it changes to the former.



3 Manually add words

If you want to add words to autocorrect's library in advance, use TextExpander. Add a new shortcut, and type the word you want into the Phrase field, with captitalisation etc as you want it. Don't put anything in the Shortcut field. Save this, and the word is effectively added to your autocorrect dictionary. To remove an entry in the shortcuts list, swipe it to the left and tap Delete.

Improve your iPhone security

Secure your personal information with two-step verification

SKILL LEVEL
Could be tricky

IT WILL TAKE
1 hour

YOU'LL NEED
iPhone, iOS 8, Apple ID and password, mobile phone number, AirPrint printer

Apple goes to great lengths to keep your iPhone secure, but you can take things even further and lock your phone down with two-step verification.

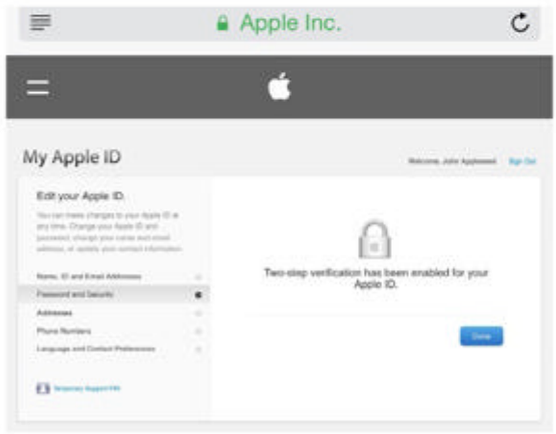
You may have heard about celebrities who had naked photos stolen from iPhone accounts. To do so, people used Apple's password reset function by answering the security questions. Questions like, "Which road did you grow up on?" and, "What was your first car?" may seem personal, but it's not hard to find this information out for a famous person.

Apple has fixed that particular flaw now, but there's no knowing what clever ruses people will come up with in the future. And of course you don't have to be famous to want to keep your personal information private. Fortunately, there's a cast-iron solution to this, called two-step verification.

The way this works is that Apple takes a phone number from you and uses it to confirm it's genuinely you whenever you sign on from a new device. The phone number is typically the number of your iPhone, but it can also be any phone capable of receiving SMS texts.

With two-step turned on, a hacker can't get into your account, even if they have got your password. They have to have both your password and be physically looking at your mobile phone to get into the account. It is the strongest form of security you can currently use.

You set up two-step verification from the Apple ID web page, but you can do this using the Safari web browser on your iPhone. When two-step verification is turned on, you will receive a four-digit code when you try to sign in to iCloud using a new computer, or a new iPhone. You then enter this four-digit code into the boxes to verify your identity.

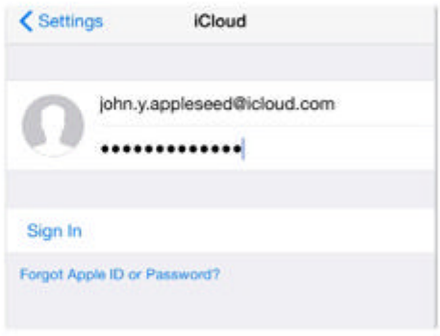


Discover how to set up two-step verification on your iPhone.

Unless you buy new Macs and iPhones all the time, you'll only have to enter the four-digit code rarely. But if a nefarious type tries to access your account they'll find it impossible, because the four-digit code they need is sent to your iPhone.

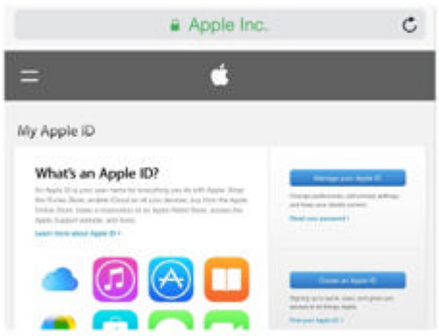
One important note before we continue though: you do need to have access to a printer in order to set up two-step verification. Anyway, assuming you've got that sorted, let's

HOW TO | SET UP TWO-STEP VERIFICATION ON YOUR iPHONE



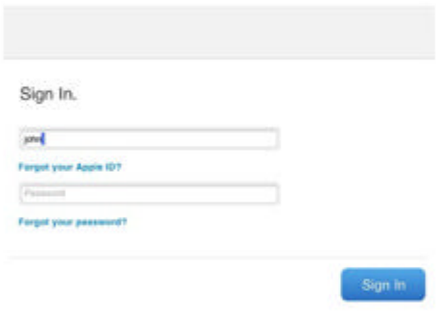
1 Sign in to iCloud

Ensure you are signed in to iCloud on your iPhone, using the account that you want to protect. It should be the same Apple ID and password you use to make purchases from iTunes. Tap Settings > iCloud and check the email address at the top.



2 Open Apple ID

Switch to the Safari app and tap on the Smart Search bar. Enter "appleid.apple.com" and tap Go. This page enables you to manage your Apple ID settings. From here you can manage all of your Apple security information. Tap the blue Manage Your Apple ID button to get started.



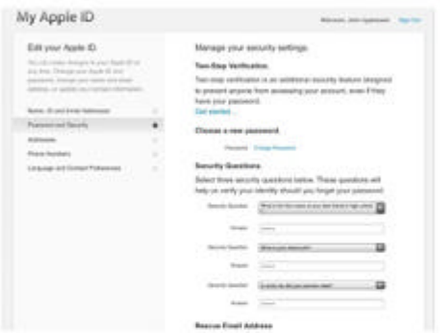
3 Sign In

Enter the Apple ID and Password fields using the same iCloud account information that you had on your phone. Because it's a web page the fields can be quite small, but you can zoom in using a pinch gesture. Tap Sign In (Tap Not Now if Safari asks to save the password.)



4 Passwords

Tap Password and Security in the sidebar. You'll need to answer two security questions, which vary based on what you entered when you signed up for iCloud. If you can't remember them, tap the Reset Security Info link, otherwise enter the correct answers and tap Continue.



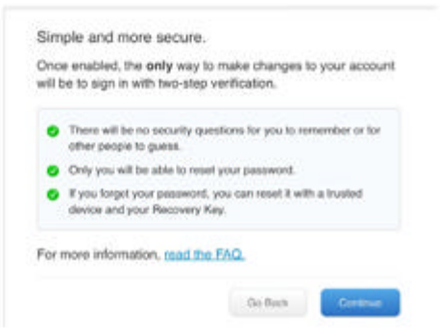
5 Get started

You are now presented with all of your security information. Before going any further, check that the Rescue Email Address at the bottom is one that you currently have access to. Next up, you need to tap the Get Started link underneath Two-Step Verification.



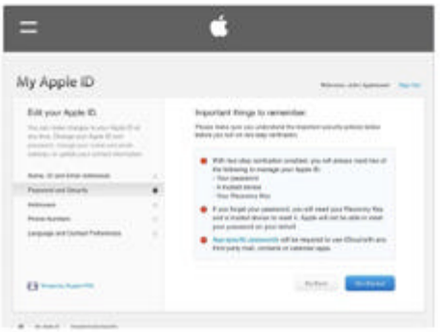
6 Check the information

You now view an information screen that explains how two-step verification works. In particular you should read the section about a Recovery Key, a code that you need to print out and store safely in case you lose your phone (we'll come to that soon). Now click Continue.



7 More info and FAQ

You get another screen with more information about two-step security and the Recovery Key. There's also a link to FAQ. Tap and hold the FAQ link and choose Open in New Tab to read it in a different Safari window. Switch back to the Two-step window and tap Continue.



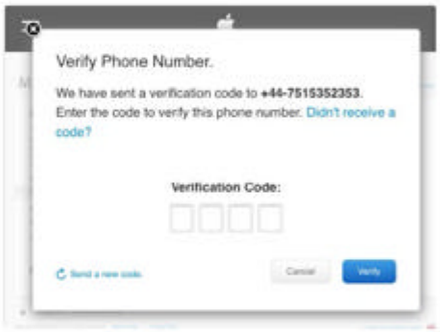
8 Warning

You now get a warning window reminding you to print out your Recovery Key. If you've got this far without a printer, please don't continue. You must print out and safely store the recovery key. If you have a printer, click Get Started to continue setting up.



9 Add a Phone Number

Tap Add a Phone Number and use the Country menu to select your location (it should be set to your location by default). Enter your phone number and tap Next. Apple now sends an SMS message to that number with a four-digit code. Wait for this SMS text to arrive.



10 Step 10

When you get the SMS text message, you need to enter the four-digit code in the boxes on the page. Tap the first box to reveal the keyboard, and enter the four digits sent to you by SMS. Tap Verify when it's done. Tap Continue on the next screen to move to the Recovery Key.



11 Print Recovery Key

We wish we could print this in larger letters. Print your Recovery Key and store it somewhere safe. Tap Print Key and choose your printer from the Printer Options screen. Tap Print. Store the paper somewhere memorable – you'll need it if you ever lose your phone.



12 Enter Recovery Key

You are asked to enter the Recovery Key. Enter the digits printed out on the sheet of paper and tap Confirm. Select the I Understand The Conditions Above option and tap Enable Two-Step Verification button. Tap Done and two-step verification is now turned on.

Get fit with RunKeeper

Use your iPhone as your training buddy and you'll soon shape up

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, RunKeeper or another fitness tracker app

The iPhone can be a great help if you're trying to stay in shape, lose a few pounds or just live a little more healthily. It's small enough to take with you when you go running, cycling or to the gym and can be primed with apps that offer subtle encouragement to get up off the couch and push yourself that little bit more.

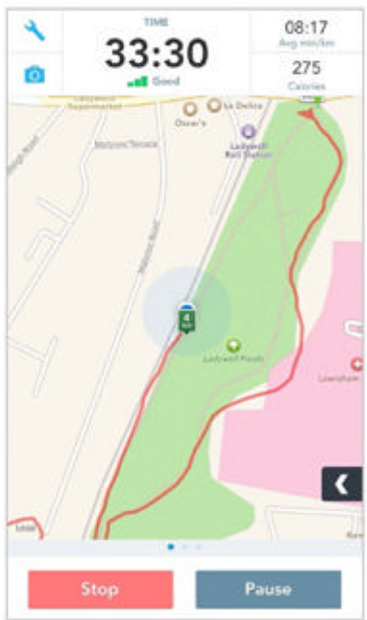
Another reason the iPhone is such a great fitness companion is that it has no moving parts – so you can move around with it as much as you like and it can withstand the knocks.

If you've only just bought your iPhone, understandably you might be reluctant to take it to the gym. We recommend buying a fitness armband to strap it securely to your arm using Velcro. An iPhone armband costs around £10 and will protect the iPhone too.

iMotivator

The iPhone can be a great motivator. It can track all kinds of information about your fitness sessions, including how long and how intensively you've been exercising. It can record how generally active (or how sedentary) you've been, the distance and height you've covered. It can also show your average speed and track your route on a map. Routes are tracked using the built-in GPS sensor on the iPhone, and some apps can track walking, running, jogging, bike rides and even swimming (that is, ahem, if you get a waterproof armband and are brave enough to take your iPhone into the pool).

If you use the same app routinely you can start to build up graphs and charts showing how regularly you exercise, how long, what exercise you perform and the progress you're making – which itself can be a big motivator to keep you loyal to your particular fitness goal.



The app uses GPS technology to create a map of your run.

Training aids

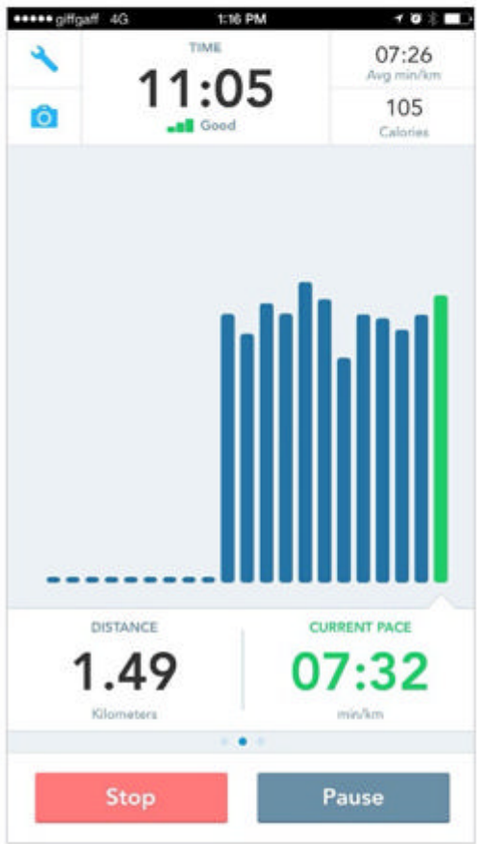
As well making your fitness session high-tech, having an iPhone with you as you jog around the park or on the treadmill at the gym means you can play music or listen to podcasts, audiobooks or interact with your good friend Siri. You can even send and receive messages using Siri and the iPhone headphones. You could even prop up the iPhone on the front panel of a running machine and watch films or TV shows.

Getting and staying fit is a popular pastime and accordingly there is a plethora of fitness apps available for the iPhone, and they each offer a unique (but largely similar) set of features. Running is where people typically get started, and popular apps for this include MapMyRun, Strava Running and Cycling and RunKeeper.

An interesting alternative some people will enjoy checking out is Zombies, Run! This merges gaming with running. An interactive story that sees you being chased by zombies is played out in the earphones, and you have to run to collect supplies and build up your defensive base. It turns exercise into a survival horror game, so if you find running just too boring this app could be your saviour by enlivening the experience – and making you faster.

The iPhone can be a life-changing device if you want to be more active and healthy

In this tutorial we're going to look at something a little more down-to-earth, but it's still a great app: RunKeeper. With RunKeeper you can quickly track a walk, run, bike ride or gym session. It gives audio updates while you work out and has training plans with audio coaching. The standard app is free, but you can pay for premium training plans and compare your workouts with other athletes. If you just want to make workouts more fun, the free version of RunKeeper works just fine. Anyway, let's get warmed up…



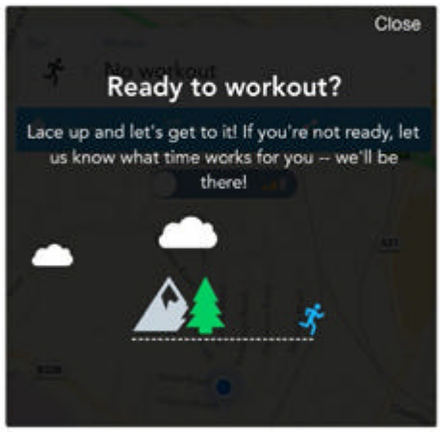
RunKeeper tracks your distance and pace as you jog around. Meanwhile audio narration lets you know how well you are doing.

HOW TO | GET SET TO GET FIT



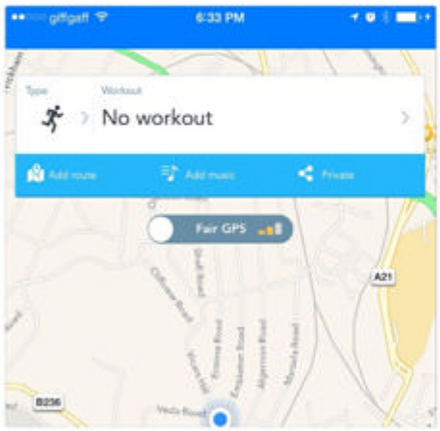
1 Set up RunKeeper

Find RunKeeper in the App Store. Tap Get and enter your password to download the app. If you use Facebook on your iPhone you can tap Sign Up with Facebook and OK. Otherwise, tap Sign Up with Email. Fill out the Name, Email and Password fields and tap Sign Up. Now fill out the My Fitness Info: tap Athlete Type and choose Runner and Display Distance > Miles (or Kilometres). Fill out the Gender, Weight and Birthdate fields and tap Save My Info.



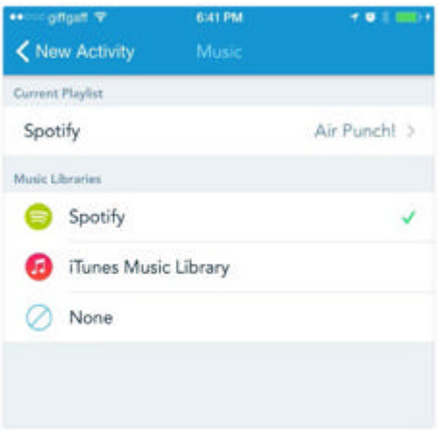
2 Let the app track you

Next you will be presented with a series of Alerts regarding various iPhone functions, such as Notifications, Location Tracking and Motion Activity. Make sure you tap OK to these because RunKeeper will be quite limited without them. The app will now zoom in to your location and display a Ready To Workout window with two options: Set A Reminder or I'm Ready. If you are all ready to start running, tap the I'm Ready! icon.



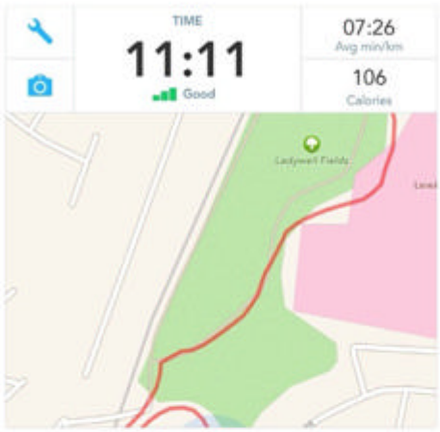
3 Create a workout

You can simply go for a run, but it's worth spending a few minutes setting up a workout. Tap Type and choose Running (or another activity). Now tap Workout and choose one of the options listed. If you want to set up a different type of activity, tap Add New Workout. Tap the Enter a Name for This Workout field and give it a name (ours is '4k jog'). Now tap Add New Action and select a distance (or time) and choose Slow, Steady or Fast. Tap Save.



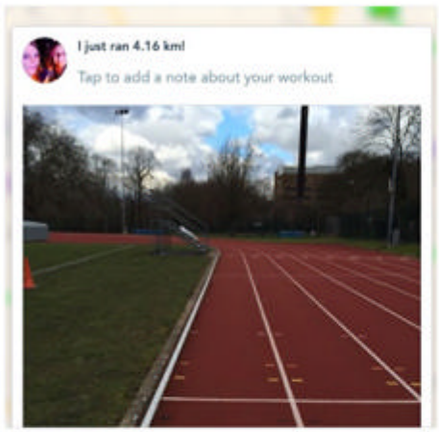
4 Set it to music

Tap Select This Run and you'll return to the main screen. If you find running without music boring, tap Music > iTunes Music to play music from your library. Set iTunes Match to On if you are using it. You can also use Spotify, in which case tap Connect To Spotify Premium > Log In To Spotify and either login with your name and password or through Facebook. Tap OK to return to Spotify. Tap Select A Playlist, then tap Select Playlist to confirm your choice.



5 It's time for a run

Tap Go For A Run and start running. As you run, your distance and pace will be tracked. RunKeeper will keep you updated on both periodically. You can tap any part of your screen to see your progress at any time. Three sets of information are available: Map, Distance and Pace and Workout Summary. Slide left and right to move between screens. For example, if you're on the Map screen slide from the arrow icon on the left to move back to Distance and Pace.



6 Photos and sharing

Take photos of your run by tapping the Camera icon. Aim your phone and tap the shutter icon to snap a shot and tap Use Photo. Taking photos is a good way to make long runs more memorable, and of course they are great for sharing. When you finish, tap Stop Running. Your exercise stats will appear. Tap Save. You'll now see a Share To Social window. Tap the Facebook or Twitter icon, OK > Share and your stats and photo will be visible to friends.

Locate a lost iPhone

Set up the free Find My iPhone service to keep track of your devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPhone, iOS 8, Find My iPhone

That moment when you realise you've misplaced your phone can be a nightmare. But, thanks to some clever technology and the Find My iPhone service, you can – in most cases – track down where it is. Using a combination of nearby mobile phone masts, Wi-Fi networks and your phone's GPS sensor, the free service can pinpoint the location of your iOS device (or Mac) just about anywhere in the world with incredible accuracy.

So as long as your device is connected to the internet in some way – either via Wi-Fi or a mobile network, if supported – then you can look up its location using a web browser or the Find My iPhone app on another iPhone or iPad.

If your device can be located, it's then possible to make it play a sound (to help you find where in your house it's got to), display a message and contact details on the screen (so that an honest person who finds it can contact you) or even wipe its contents (if you decide it's gone for good) – though even then, it can't be reactivated without your passcode, so it's no use to thieves. So first, set up a passcode lock in Settings > Touch ID & Passcode as an initial precaution (see page 37).

HOW TO | SET UP AND USE FIND MY iPHONE



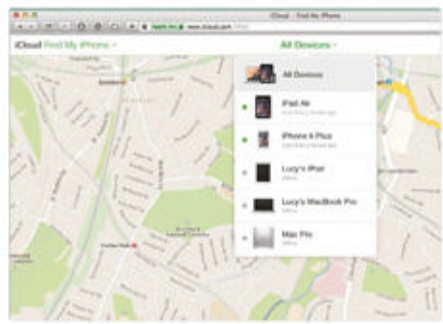
1 Enable the service

To start, enable iCloud, then tap Settings > iCloud > Find My iPhone and set Find My iPhone to On. This will link your iPhone to your iCloud ID, and you'll now be able to look up its location from another device. Do the same on your other iOS devices and Macs.



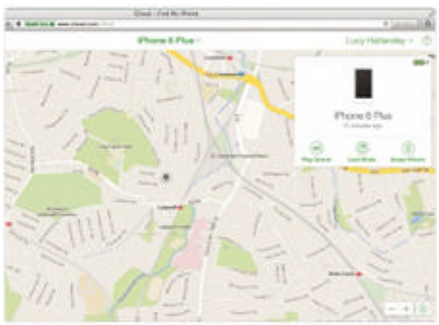
2 Find your lost phone

If you do misplace any of your devices and need to locate it, open the Find My iPhone app on another iOS device and sign in with your Apple ID. Alternatively, go to www.icloud.com on any computer, sign in, click Find My iPhone and wait as it tries to locate your device.



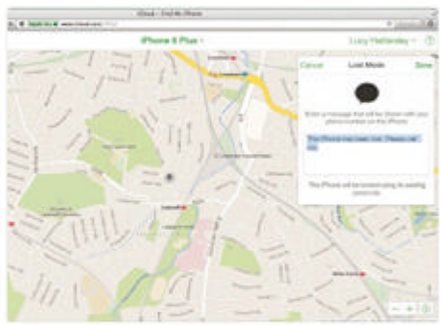
3 Device list

If you've got more than one device linked to your iCloud account, click All Devices to see them all. Look for a green dot next to the entry for your missing device, which indicates that its current location is available. Tap (or click) its name to see the location on a map.



4 Total wipeout?

Click the dot on the map or the name in the list and you'll get options to play a sound or erase the device – but use the latter only as a last resort if it's been stolen, because once you erase it, you'll no longer be able to track its location. Using Lost Mode is a better option…



5 Lost Mode

Tap this and enter a phone number on which a finder can reach you. Tap Next, add a message and tap Done. If your phone is offline, it'll be locked next time it connects, and your message will show on its screen. When you get it back, unlock it with your existing passcode.

NOTIFY ME WHEN FOUND



If your lost device isn't connected to the internet when you try to locate it, you needn't keep checking back manually. Just tap or click 'Notify me when found'. You'll then receive an email when the device is located, plus a pop-up alert on any other devices linked to your iCloud account.

Troubleshooting

Even an iPhone can hit problems. Here's what to do…

Your iPhone is normally such a reliable device, you can easily forget that it's basically a complex portable computer. The telephone side rarely suffers problems, apart perhaps from the occasional signal blackspot. Connectivity glitches seem to be the most common issues, whether it's Wi-Fi or (less commonly) Bluetooth, and these can often be cleared by switching the connection off and then on again – see the box below.

If you're having synching problems, check whether your iPhone is set to sync only over Wi-Fi rather than 3G/4G too, and whether iCloud or iTunes is selected for backing up – it will back up using one or other option, but not both.

Apart from Wi-Fi, problems are most often down to apps misbehaving. If your iPhone is acting up, try the following steps, in this order. Don't go past step 3 unless turning your iPhone off and on again doesn't resolve the problem or you can't turn it off in the first place.

1 Quit an app

If you run into problems with an app, the first step is to quit it. Double-press the Home button to enter Multitasking View, then swipe sideways until you locate the app in question. Now swipe its screen preview or icon upwards to dismiss it. Press the Home button once to return to the Home Screen. You can now open the app again if you wish.

2 Force-quit

On rare occasions, you may not be able to quit an app using the multitasking display, or possibly even exit the app at all. In this case you'll have to force-quit. Hold the Sleep/Wake button for 7-10 seconds until the power-off slider appears, then continue to hold the Home button for another 7-10 seconds. You'll be bounced back to the Home Screen and the app will have quit.

3 Turn it off and on again

If force-quitting an app doesn't fix your problem, try turning your iPhone off and on again. Hold down the Sleep/Wake button again, until the power slider appears. This time, slide it across to power off. Wait a few seconds, then press the Sleep/Wake button again to turn the device back on again.



Double-tap the Home button to view your running and recently used apps. If an app isn't working properly, swipe it upwards to quit it. You can then try opening it again.

4 Hard reset

Still having problems? Try a hard reset. Press and hold the Sleep/Wake button and the Home button at the same time until the Apple logo appears on-screen. This forces the iPhone to restart and will clear almost any glitch. If even this fails, however, you need the nuclear option…

5 Restore

The last resort is to restore your device from a backup (so tap Settings > iCloud > Backup and make sure iCloud Backup is enabled, and then tap Back Up Now if the iPhone has never been backed up). If you need to restore, connect the device to your computer (using the cable will be more reliable than a Wi-Fi connection, especially if you're having problems), open iTunes and click the iPhone's name under Devices. In the Summary tab, click the Restore button, and confirm. iTunes will restore the device's software and settings and ask you if you want to restore from a backup – select the most recent.

6 Get expert help

If restoring your iPhone doesn't help or you can't do so, you'll have to get further help. The best place, of course, is to go to the Genius Bar at an Apple Store. If you wish, you can book an appointment direct from your iPhone using a free app called Apple Store (not App Store) – search for it in the App Store and install it on your iPhone. Of course, if your iPhone is totally frozen, you won't be able to use this app, let alone search for it and install it if you haven't already got it. Instead, visit http://bit.ly/genius_booking from any web browser to book an appointment.

Fixing Wi-Fi glitches

The fastest way to switch your Wi-Fi or Bluetooth connection off and then on again is to swipe upwards from the foot of the screen to access Control Centre, and tap the top-left control button to toggle Airplane Mode on and then off again. If this doesn't re-establish your Wi-Fi connection, go to Settings > Wi-Fi, tap the right-facing arrow, select the network in question, and tap Renew Lease. Still no joy? Go to Settings > General > Reset > Reset Network Settings and re-enter the details in the Wi-Fi section. If even this won't do the trick, tap Forget This Network, reset your device (see step 4), and then re-enter the network settings.

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